



Electronic Check Clearing

End User

www.ps-ecc.com

PS-ECC

End User's Manual

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PS-ECC End User's Manual

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READER'S OPINION QUERY FORM

This manual has been prepared to help you understand and use the **PS-ECC** System. We hope that we have succeeded in delivering the proper and adequate information. And here you can help us improve the quality of information offered to you by writing to us about any comments, notes and suggestions that you may have.

You can help us know;

1. Does the manual answer all your questions?
2. Does the manual help you solve all problems you face during your work with the system?
3. Does the manual explain all the system processes properly?
4. Is the manual language clear and easy to understand?

For any help, please contact the **Technical Writing** dept. describing your problems, comments and suggestions by sending to asmaa.harb@progressoft.com.

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INTRODUCTION

In this fast-paced, exciting age of Information Technology, every financial institution eagerly strives to replace paper with electronic transactions and integrate the use of the ever-versatile Internet. The aim being to truncate the time needed to carry out casual financial tasks and therefore, raise the financial institution's benefits and offer customers faster and superior services.

Cheque Clearing is simply the process of manipulating paper cheques deposited into customer accounts in a financial institution and drawn on accounts in another financial institution that is different from the one the cheque was deposited at.

The core of the clearing mechanism lies in the Central Bank, Clearing House, Monetary Agency, or Federal Reserve. The role of the above is to enforce established regulations and set and impose the financial rules. The presence of this institution is crucial in verifying that the clearing process has taken place adequately. In addition, this party is the judge when conflicts arise.

ProgressSoft proudly offers its dynamic groundbreaking solution: **PS-ECC**, the *Electronic Image-Based Cheque Clearing* system. This system establishes an automated electronic web-based cheque clearing mechanism and replaces the current costly and time-consuming manual method. It uses computing equipment and communication infrastructure to move information more efficiently between depositing and paying banks within the same day.

The short term benefits include better fund management, saving effort and cost notified by manpower, and the time spent by bank representatives attending daily clearing sessions at the central bank. The elimination of the time needed to collect money to deposited cheques will be completed within the same day or the next at the very most.

The long-term benefits include the availability of new services by the commercial banks to both its customers as well as business customers.

Finally; you are right if you may think that **PS-ECC** has a unique logical style that bears no resemblance to any other business application you have ever seen.

THIS MANUAL

This user manual is intended to help you better understand the **Electronic Cheque Clearing** system, acronymed to **PS-ECC**.

This software is developed by **ProgressSoft** and this **PS-ECC User's Manual** is a reserved copyright of **ProgressSoft**.

In this manual the **PS-ECC** system is presented to you in a comfortable style that saves you time and effort to comprehend and fathom the system basics and main concepts and goes further to learn all details about the system and absorb the information easily.

This manual is provided, in generous, with stylish details associated with actual **PS-ECC** screen images.

We assure you that you can now rest! This manual will eliminate concerns related to any operational discomforts that you may encounter while working with the **PS-ECC**.

How to use this manual

This manual is meant to illustrate how to use the **PS-ECC** system, **ProgressSoft** innovative Image-based Cheque Clearing solution. It's mainly intended to guide you through a fully detailed explanation on how to set up the entire settings and configurations of the **PS-ECC**.

How this manual is organized

The following is a description of the various parts of this manual. This should help you choose the parts that are more related to your role within the organization.

1. *Getting Started*; this chapter walks you through the detailed steps of operating the system and reviewing the general features of it.
2. *Chapters from Two to Three (Outward & Inward)* are the core of the user's manual explanation and description of the **PS-ECC** system.
3. *Chapters from Four through Eight* are ordered and explained in the user manual taking the same modules' order of the **PS-ECC** main menu.
4. At the back end of the user's manual there are five appendixes; *FAQ*, *Icons Use*, *System Parameters*, *Return Reasons*, and *Jasper Reports*.

1. GETTING STARTED

1-1 Running PS-ECC

Once the **PS-ECC** system is up and running, you must first log in to the system (Figure 1-1). Enter the **User Name** and **Password** assigned to you by the system administrator.

Note: The user is either privileged to change the password or keep the one assigned to him according to the rules of the policy that is set from the **Security** system and is defined and controlled by the system administrator.

The image shows a 'Login' dialog box for the PS-ECC system. On the left, there is a logo for 'PS-ECC Electronic Check Clearing' featuring a hand holding a pen over a check. On the right, there are two input fields: 'User Name' with the text 'uasma' and 'Password' with masked characters '*****'. Below these fields are two buttons: 'Enter' and 'Reset'. At the bottom of the dialog, a small line of text reads 'All rights reserved for ProgressSoft Corporation © 2005'.

Figure 1-1: *PS-ECC Log-in*

Enter the **User Name** and **Password**. Press **Enter** from the keyboard or click the designated button as shown in the figure above. You may enter wrong user name and/ or password and once this happens an error message (Figure 1-2) will appear in the middle of the Login dialogue box. In such a case you need to repeat the action of entering the proper user name and/ or password after you empty the entry fields. And to do so, click on **Reset**.

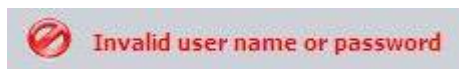


Figure 1-2: *Log-in error message*

1-2 PS-ECC Main Page

PS-ECC is launched as a web application from the Internet browser. Type-in or paste the URL of the system in the address bar of the Internet explorer. If you already have a shortcut of the system, placed on your desktop, you can use it to run the system by double clicking the icon and following the same steps to log in. The first page to be displayed to you after logging into the system is the **Home Page** (Figure 1-3).

The **PS-ECC** home page consists of numerous features:



Figure 1-3: PS-ECC main page

Note: To view the pages of the system properly and correctly, it is recommended you set your screen resolution to 1024 x 768.

The first page appears to you when you log into the system, as shown above, is divided into two main areas;

1. The first area; on the left lists the system modules and each module expands its functions once it's clicked.
2. The second area; on the right shows the system logo and the bank's name (owner of the system). This area is considered as working area that witnesses full operation of the system transactions. When you click any of the system functions, it will be displayed in this area where you can hide the left pane by clicking the small arrow of the vertical line that separates the two panes.

All pages of the system have standard title bar and status bar that show the following items (Figure 1-4 & 5).

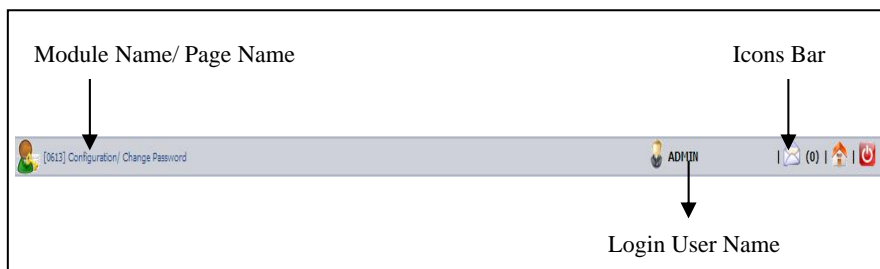


Figure 1-4: Upper title bar of the PS-ECC

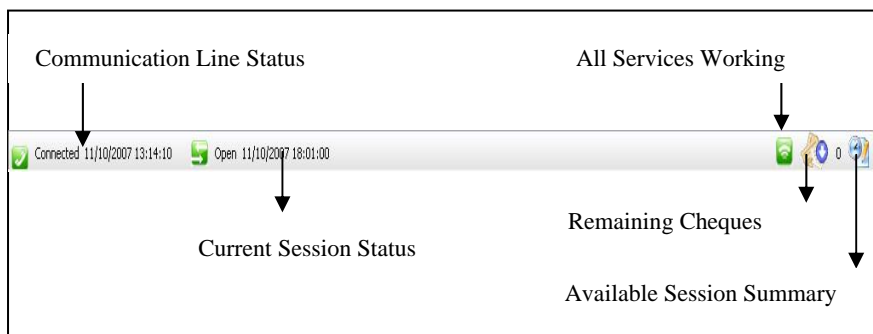


Figure 1-5: Lower status bar of the PS-ECC

Once you click the **Available Session** icon you will get a small window that shows a summary status of the available session (Figure 1-6).

http://10.0.1.3:8085/?action=dolistSessionSummary&toDate=&...

Sequence	Date	All Close Date	Status	Urgency	Currency
1	27/03/2007	27/03/2007 23:58:00	Presentment	Regular	Jordan Dinar

Figure 1-6: Session summary

1-3 PS-ECC Modules

PS-ECC application consists of seven modules that form the core of the system working functions, transactions and operations. Those are as follows:

1-3-1 Outward

This is the outward clearing process where all transactions of the outward cheques are taking place.

1-3-2 Inward

This is the inward clearing process where all transactions of the inward cheques are taking place.

1-3-3 Management

This provides different system management capabilities that enable authorized users; usually business managers, to manage the system functions as needed.

1-3-4 Monitoring

This is a mechanism for the administrator to monitor services/ system behavior and control the system's ins and outs

1-3-5 Reports

A rich reporting system that enables users to generate various reports of the system.

1-3-6 Configuration

This is to configure the system to allow the administrator/ and certain authorized users to set up and parameterize the system upon the bank and users business requirements and needs.

1-3-7 Security

This security system provides a very secure **Security** system. The system is structured and built with several layers of security.

1-4 Common Features of the System Use

☒ System Accessibility

All system functions can be accessed by both mouse clicking and keyboard pressing (hitting).

☒ Check box

This function is used to select a number of options from a menu simultaneously (Figure 1-7).

Role Description		
1	<input type="checkbox"/>	ADMINISTRATOR ROLE
3	<input type="checkbox"/>	AlexYousefAlaa
4	<input checked="" type="checkbox"/>	EVERYONE ROLE
5	<input checked="" type="checkbox"/>	Full Access
6	<input checked="" type="checkbox"/>	Operator
7	<input type="checkbox"/>	alexrole
8	<input type="checkbox"/>	fullfull

Figure 1-7: Check box

☒ Radio button

This button is used to click in a multiple-choice menu. Only one of the options can be selected for activation at a time (figure 1-8).

Minimum Password Age

☒ Allow changes immediately

☐ Allow changes in 5 days

Figure 1-8: Radio button

☒ Drop Down List

A list that is used to select one of its contents upon data entry to provide the user with different choices and help them cut the way short (Figure 1-9).


Select ▼

- Arab Bank
- Arab Banking Corporation
- Arab Jordan Investment Bank
- Audi Bank
- Bank Of Jordan
- Banque De Liban Et D'Outre Mer
- Cairo Amman Bank
- Capital Bank
- Central Bank of Jordan
- Citibank

Figure 1-9: Drop-down list

☒ **Date Picker (Calendar)**

This function is used when you want to select specific period of time during which you would like to retrieve data about any of the system items. To use the Calendar function, proceed as follows;

1. Click the **Calendar** icon  to open the Date Picker (Figure 1-10)

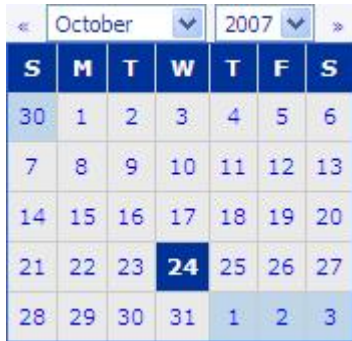


Figure 1-10: Date picker (Calendar)

2. By default today date appears to you. Take it or change it.
3. You can change the current month and year by clicking the *Up* and *Down* arrows of the keyboard and then selecting the month and year from the lists as shown above.
 - a. **Up:** switches to the next year
 - b. **Down:** switches to the previous year.

☒ **Paging**

Any data items will be listed using a paging mechanism, which will display a maximum number of items per view. The paging handler will allow a user to navigate through data pages by jumping to a specific page or quickening the access to the first page, previous page, next page and last page as illustrated in (Figure 1-11).



Figure 1-11: Paging

☒ **Messages & Alerts**


The system has three types of informative and descriptive messages; **Warning Messages**, **Error Message**, and **Information Message** respectively.


- **Warning Message:** is a precaution message that alerts users from the impact of action(s) they are about to execute.

- **Error Message:** is a warning which is displayed whenever an error occurs during the operation of the program.
- **Information Message:** conveys certain piece of information to the system users about the status of current operations, actions, transactions being taken.

1-5 Exiting PS-ECC

In order to exit the **PS-ECC** system, you must perform a legal logout using the

Logout function of the security system menu. Or you can use the **Logout**  icon that is found on the upper right side of all pages of the system.

 **Important Note:** The user must log out legally before exiting the system; otherwise he will be counted as a logged user having an open session and this may cause to locking cheques and batches.

2. OUTWARD

The **Electronic Cheque Clearing** process at the depositing bank starts by capturing the cheque item face and back images and reading the MICR line data; through the **Scan** page. This step is achieved by the **PS-ECC** system utilizing an ANSI standard Cheque Scanner.

If there is any missing data because of insufficient readable MICR, a special **Data Entry** step needs to be carried out in order to complete the information that is missing from the MICR line such as the amount and the cheque date. Sometimes this step is also necessary to correct line information before making the item ready for presentment.

After, presenting the cheque to the **Quality Assurance** is highly required to check and approve what the scanner and data entry users have done so far. The quality assessor is not only concerned with the quality of data being keyed in (amount and date) but also to provide assurance of the MICR line and image quality being captured by the cheque scanner. Here if the cheque data is complete and correct the cheque will be dispatched to the ECCU, if not it will be forwarded to the following step; repairing.

Rejected cheques from the quality assurance will be moved to the **Repairing** page where they can be either deleted or repaired. After repairing the errors in the cheques it will be returned back to the quality assurance page. When everything is correct, the cheque will be sent again to the ECCU.

Replied cheques function provides a facility for the presenting bank to preview replied cheques and see those cheques eligible for payment and those that are returned from paying banks. Rejected cheques can either be resent to the Central Bank or sent back to the repair page.



Figure 2-1: Outward menu

The Outward module (Figure 2-1) consists of the following items;

- **Generic Scan**
- **Postdated Scan**
- **Data Entry**
- **Quality Assurance**
- **Repairing**
- **Replied Batches**
- **Replied Cheques**
- **Return Advice Printing**
- **Slip Printing**

2-1 Generic Scan

Menu path: Outward/ Generic Scan


Purpose: This program is primarily used to create batches in order to enter the beneficiary information, and then put-in the cheque scanned image; the front and back, to send it later to the Pay bank through the communication lines of the **PS-ECC** within the same day.

Page No.: 0101

Figure 2-2: Generic Scan

The **Generic Scan** page (Figure 2-2) displays the following sections:

1. **Batch Items**; displays the created batches and the cheques inside.
2. **Batch View**; where you can enter the new batch information.
3. **Batch System Information**; which are generated automatically by the system.

To start, click the **Configuration**  icon to activate the scanner configuration dialogue box (Figure 2-3) and select the radio button of the desired scanner type. In the **Upload Options** section, enter the **Number of Threads in Upload Process** and the **Idle Time Between Uploading Two Consequent Cheques in Milliseconds**; the interval time to upload sequence cheques in the scan feeder.

If you want to activate the auto save function, in order to save the scanned cheques automatically on your machine, with no need to click the save icon every time you are working, select the **Auto Save** check box. And note that this is a

one-time action; meaning that you don't need to repeat it every time you are scanning cheques in a new batch. If your bank uses an OCR engine reader, then you need to enable the **Use ECC OCR Engine** function by selecting the check box pertaining to it.

Click **Ok** to continue or **Cancel** to cancel.

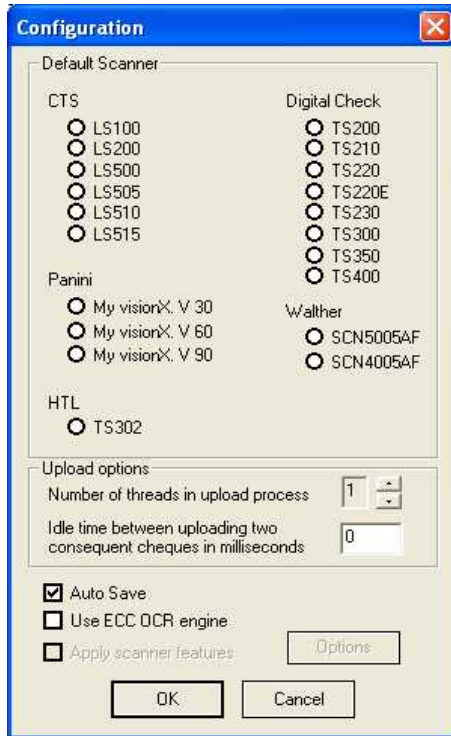



Figure 2-3: Scanner configuration

Next, click the **Create Batch** icon  to prompt the **Scan Batch** dialogue box (Figure 2-4) where you can enter the batch information. Select the **BFD Bank** and **BFD Branch**; that are the presented bank and branch, from the available drop-down lists. Select the **Payment Method**; cash or deposit, from the drop-down list. Enter the **BFD Account No.**; that is the beneficiary account number, the **Reference No.**; for the bank internal use. Select the cheque **Currency Name** and **Urgency** level of pay from the drop-down lists. Enter the batch **Amount**; that is the amount of cheque(s) inside the batch. Enter the **Cheque Count**; the number of cheques inside the batch. Place a tick in the **Postdated** check box if you want to postpone the cheque pay.

Again, before you proceed make sure that the cheque(s) are fed properly into the scanner feeder and in the right direction. Next, click on the **Single Scan** button, if the cheque to be scanned is single and click on **Multi Scan** button if the cheques to be scanned are more than one, to start the scanning process.

Figure 2-4: Scan batch

Note: Enabling/ disabling the **Single Scan** button is a parameterized function that is set upon the user's need.

If you want to cancel the operation, click **Cancel**. If you want to delete the stored cheque images on your machine, click on **Clean DB** and you can execute the same action if you clicked the **Delete** icon from the **Scan** main page.

Note: all cheques inside a batch should have the following common specifications:

1. Same currency
2. Same account number
3. Same urgency level
4. Same cheque type

Once the scanning process finishes you will get a new page (Figure 2-5) where the cheque information and image are displayed.

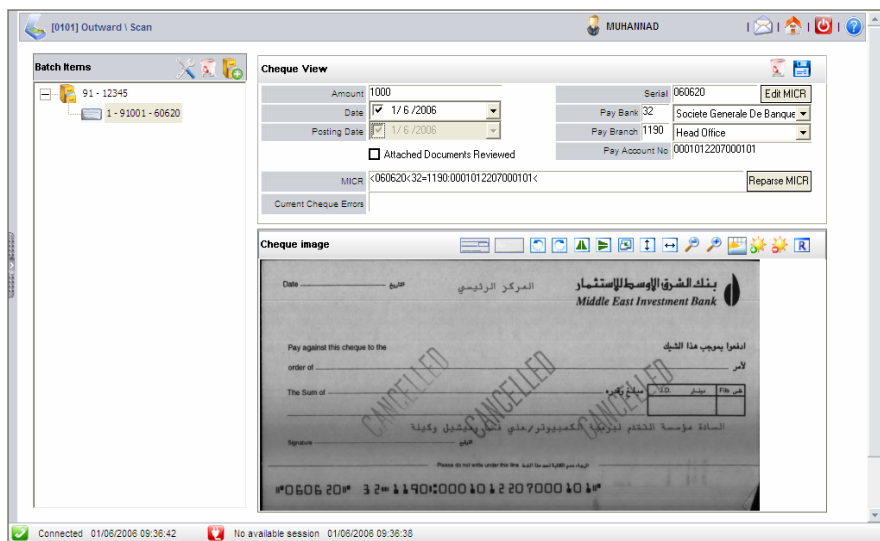


Figure 2-5: Scanned cheque image

As you can see the page is sectioned into three areas:

1. **Batch Items**; displays the created batches and the cheques inside.
2. **Cheque View**; where the cheque information are read and filled in the designated fields directly from the MICR reading.
3. **Cheque Image**; displays the cheque image with handy tools to manipulate the view of the cheque image.


In case of incorrect MICR read, you have the facility to correct it after you click the **Edit MICR** button that will enable the editing function. Correct the MICR in its designated field or you may correct errors separately; **Serial**, **Pay Bank**, **Pay Branch** and **Pay Account No.**, by entering the right value for each, and click on **Reparse** to reflect the entered values in the MICR line. Click on **Save** .

Figure 2-6 illustrates the details of the MICR.

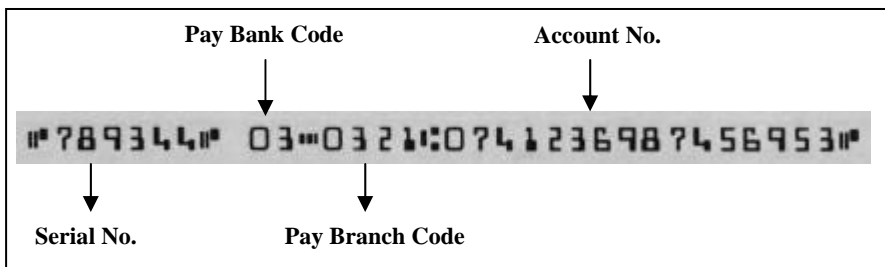


Figure 2-6: MICR

Note: Enabling/ disabling the actions of editing MICR and uploading a blank MICR are parameterized functions set upon the user's need.

Now you may enter the actual **Amount** of the cheque. And you may change the **Date**; that is the cheque entry date, and the **Posting Date**, if any.

Note: If you select the check box **Postdated** while you are filling in the batch information, you would be able to update the posting date from the **Cheque View** section/ **Posting Date** field; else the field will appear disabled. Also you may invalidate the posting date by un-clicking the check box and it will be disabled.





It may need to add a new cheque to the same batch, click the **Add Cheque**  icon to get (Figure 2-7) **Add Cheques** dialogue box. Enter the **Cheque Count** and click **Ok** to continue or **Cancel** to cancel.



Figure 2-7: Add cheques

Again go up to the batch level clicking on . In case you have made changes to any of the batch information, click on **Save** and finally click on the **Upload**  icon to upload the cheques to the proper destination. If you want to upload all waiting batches then you are supposed to click the **Upload All Batches**  icon.



Note: Enabling/ disabling the **Upload All Batches** icon is a parameterized function that is set upon the user's need.

Note: If the *Upload Balance Amount* parameter is set from the **Parameters/ Configuration** then the scanner user needs to double check the balance of the *Total Amount* and *Actual Amount* of the batch. Else the user will be prompted with an alert message and the cheque will appear in the data entry page as unbalanced cheque.

The cheques in the scan page appear in three colors:

1. **Orange:** Indicates error, at least in one of the cheques amount and date.

2. **Green:** Indicates complete data of all cheques and balanced amount of the batch.
3. **Red:** Indicates unread MICR and missing data.

After all, you may need to print-out a slip that includes the batch information and all cheques inside it and to which banks the cheques are going, then you need to use the ***Print Slip***  icon. And to print a list of all scanned cheques and detailed information about each, then you need to use the ***Print Cheques***  icon.

If you would like to check the batches status at an early stage of the Scan page, then you can run the **Batch Report** from the **Reports** menu where you will get information about all batches in the scan page.

2-2 Postdated Scan

Menu path: Outward/ Postdated Scan


Purpose: This program is used to scan all the postdated cheques that already exist in the Banking system, and had been entered before implementing the PS-ECC system.

Page No.: 0101


Figure 2-8: Postdated scan

The **Postdated Scan** page (Figure 2-8) displays the following sections:

4. **Batch Items**; displays the created batches and all cheques inside.
5. **Batch View**; where you can enter the new batch information.
6. **Batch System Information**; which are generated automatically by the system.

Now click the **Create Batch** icon  to prompt the **Scan Batch** dialogue box (Figure 2-9). Next, select the **Postdated** check box.

Before you proceed, make sure that the cheque(s) are fed properly into the scanner feeder and in the right direction. Next, click on the **Multi Scan** button to start the scanning process. If you want to cancel the operation, click **Cancel**. If you want to delete the stored cheque images on your machine, click **Clean DB**

and you can execute the same action if you click the **Delete**  icon from the **Scan** main page.

Once the cheque is scanned, the system will automatically start searching for a cheque, that you have entered earlier, that matches the MICR information in the Backlog file of the Banking system. Once the matching cheque is found, all missing data of the cheque will be filled in.

If the cheques due date hasn't come yet then the cheque will be sent to the **PDC Comparison** stage in the **Management** module, where it will be handled one day ahead, before its due date. But if the cheque has passed its due date, then it will be sent to the ECCU. Now if the system couldn't find a matching cheque in the Backlog file, then the cheque will be sent to the **Data Entry** stage to continue in the Outward Clearing cycle.

2-3 Data Entry

Menu path: Outward/ Data Entry

Purpose: Completing cheques information, if there is any missing data from the previous step; the scanning. And correcting the batch amount and the actual batch amount (if the batch is unbalanced). Finally, accepting the batch to be transferred to the Quality Assurance step. Also the user may delete a batch or cheque(s) from a batch in the Data Entry.

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Sequence	BFD Bank	BFD Branch	BFD Account No	Currency	Urgency	Total Count	Total Amount
43341	13 JCB	4040 Abu Nuseir		Yen	Regular	1	
43373	13 JCB	4040 Abu Nuseir		Euro	Regular	1	
43374	13 JCB	4040 Abu Nuseir	0000000000000001	Euro	Regular	1	
43377	13 JCB	4040 Abu Nuseir	12345678901234567890	Euro	Regular	1	
43378	13 JCB	4040 Abu Nuseir	9999999999999999	Euro	Regular	1	
43390	13 JCB	4040 Abu Nuseir	12345678901234567890	Euro	Regular	1	
43391	13 JCB	4040 Abu Nuseir	1234567890123456	Euro	Regular	1	
43392	13 JCB	4040 Abu Nuseir	1234567890123456	Euro	Regular	1	
43396	13 JCB	4040 Abu Nuseir	0000000000000012	Euro	Regular	1	
43397	13 JCB	4040 Abu Nuseir	1234567890123456	Euro	Regular	1	

Figure 2-8: Data Entry

The **Data Entry** page (Figure 2-8) initially appears to the user displaying all batches that reached the data entry stage because they are unbalanced and/ or having some missing data. Notice that the cheques arrive here in two colors for both the batches and the cheques; Red for unbalanced cheques and Green for balanced cheques.

The page displays the following information for each batch; **Sequence, BFD Bank, BFD Branch, BFD Account No., Currency, Urgency, Total Count, Total Amount, Batch Date, Scan User, Balance.**

You may refine the batches display just to your needs by entering ranges of values in the **Batch Filter** criteria (Figure 2-9).

Batches Filter

BFD Bank: All
 BFD Branch: All
 Batch Date: All
 Total Amount: All
 Urgency: All

BFD Account No:
 Sequence:
 Scan User:
 Currency: All

Batches List \ Count : 10

Sequence	BFD Bank	BFD Branch	BFD Account No	Currency	Urgency	Total Count	Tc
<input type="checkbox"/> 43341	13	JCB	40-40	Abu Nuseir	Yen	Regular	1
<input type="checkbox"/> 43373	13	JCB	40-40	Abu Nuseir	Euro	Regular	1
<input type="checkbox"/> 43374	13	JCB	40-40	Abu Nuseir	Euro	Regular	1
<input type="checkbox"/> 43377	13	JCB	40-40	Abu Nuseir	Euro	Regular	1
<input type="checkbox"/> 43378	13	JCB	40-40	Abu Nuseir	Euro	Regular	1
<input type="checkbox"/> 43390	13	JCB	40-40	Abu Nuseir	Euro	Regular	1
<input type="checkbox"/> 43391	13	JCB	40-40	Abu Nuseir	Euro	Regular	1
<input type="checkbox"/> 43392	13	JCB	40-40	Abu Nuseir	Euro	Regular	1
<input type="checkbox"/> 43396	13	JCB	40-40	Abu Nuseir	Euro	Regular	1
<input type="checkbox"/> 43397	13	JCB	40-40	Abu Nuseir	Euro	Regular	1

Connected 11/10/2007 13:14:10 Open 11/10/2007 18:01:00

Figure 2-9: Batch filter

Select the **BFD Bank** and **BFD Branch** from the drop-down lists or you can enter their codes, if you know them. From the **Batch Date** drop-down list, select the value to which you want to limit the batch date period; just *before*, *after*, *equal*, etc. In the next field, enter the required date or select it from the calendar after you click the **Calendar** icon. From the **Total Amount** drop-down list, select the value to which you want to limit the amount range; *greater*, *less*, *equal*, etc. In the next field, enter the required amount. Select the **Urgency** level from the drop-down list. Enter the **BFD Account No** and the cheque **Sequence**. Select the cheque **Scan User** and **Currency** from the drop-down lists. Click **Search** to get the required data. You may leave the batch filter with blank values to get all cheques in the data entry level. To empty the fields, click **Clear**.

Note: You still can update any of the batch information, if needed, and every time you do you need to click the **Update** icon.


To start picking the required cheques to correct or complete their data, click the batch sequence to get a new page (Figure 2-10). The page shows the following sections:

The screenshot displays the '0102 Outward Data Entry' window. At the top, it shows the user 'UASMA' and a toolbar. The 'Cheques Filter' section includes dropdowns for 'Pay Bank' (All), 'Pay Branch' (All), and 'Amount' (All), along with input fields for 'Serial', 'Sequence', 'Pay Account No.', and 'Cheque Date'. The 'Batch List' on the left shows 'Batch 1125' with a list of cheque numbers (1125001 to 1125009). The 'Batch Info' section contains fields for 'BFD Bank' (02), 'BFD Branch' (0010), 'BFD Account No.', 'Total Count' (0), and 'Total Amount' (0.00). The 'Batch System Info' section shows 'Sequence' (1125), 'User' (MMQ), 'Batch Date' (14/08/2006), 'Reference No.', 'Currency' (H01), 'Urgency' (Regular), 'Payment' (Cash), and 'Actual Count' (0). The status bar at the bottom indicates 'Connected 14/08/2006 15:54:28' and 'Open 14/08/2006 20:30:00'.

Figure 2-10: Batch information & batch cheques

1. **Cheques Filter**; to refine the number of cheques displayed according to the entered values.
2. **Batch Information**; that was entered the first time the batch was created.
3. **Batch System Information**; that are generated automatically by the system.
4. **Cheques List**; displays all cheques inside the batch.

To complete the missing data of certain cheque(s); first you need to find the required cheque(s). Proceed by searching the cheques through the **Cheques Filter** section entering some or all of the following values: **Pay Bank**, **Pay Branch**, **Cheque Date**, **Clearing Date**, **Serial**, **Sequence**, **Pay Account No.**, and


Amount. Click the **Search**  icon to get the required cheques that match with the entered values.


Click the cheque sequence to get a new page (Figure 2-11) where you can commit the real update of the cheques information. The page shows the following sections:

1. **Cheque Image**; displays the cheque image with handy tools to manipulate the view of the cheque image.
2. **Cheque Information**; read by the MICR and missing data entered by the user, if any.
3. **Cheque System Information**; that are generated automatically by the system.

4. In addition to the *Cheque Filter* and *Cheques List*.

Update the required information in the **Cheque Information** section and click the

Update  icon to save the new changes. To view detailed information about the cheque transactions; **Bank Name**, **Status**, **Date** and **Time**, **Workstation IP**

Address and **User**, click the **Transactions**  icon and you will get a new window (Figure 2-12).

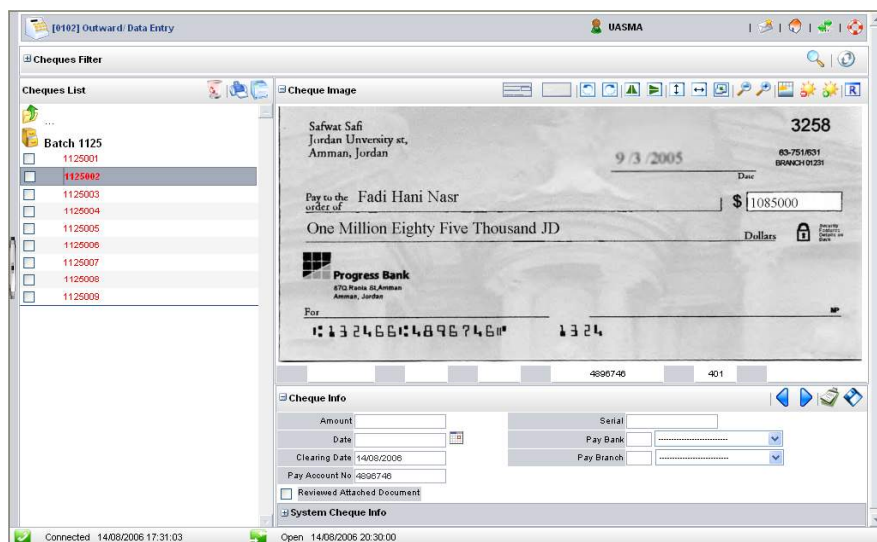







Figure 2-11: Cheque image & information




Figure 2-12: Cheque information/ transitions

You can use the **Previous**  and **Next**  icons, placed in the *Batch Information* and *Cheque Information* sections, to move between batches and cheques listed there.

 **Note:** An exclamation mark !; with red color, appears in the **MICR Correction** field whenever there is a correction performed by the data entry user in the MICR read field.

Go back to the batch level by clicking on  from the *Cheque List* to accept the batch of cheque. Click on **Approve** , see (Figure 2-9), to send the batch to the **Quality Assurance**.

Also, you may click the **Folder-Up**  icon to go up to all batches level where you need to select the required batch by placing a tick in its check box and then clicking the **Approve** icon.

The batches in the data entry page appear in two colors:

1. **Red:** all cheques or at least one cheque has missing data, regardless of the data type or the batch being balanced or not.
2. **Green:** batch is balanced regardless of the cheque data being complete or not.

If you would like to check the batches status at this stage, then you can run the **Batch Report** from the **Reports** menu where you will get information about all batches in the data entry level.

2-4 Quality Assurance

Menu path: Outward/ Quality Assurance

Purpose: This internal auditing procedure evaluates the cheque transactions to ensure sameness and correctness of data between the cheque paper and the data entered to the system. And then deciding whether to accept or reject the whole batch.


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The screenshot displays the 'Quality Assurance' window. At the top, the title bar shows '[0103]Outward/ Quality Assurance' and the user 'UASMA'. Below the title bar is the 'Batches Filter' section with dropdown menus for BFD Bank (All), BFD Branch (All), Batch Date (All), Total Amount (All), Urgency (All), BFD Account No, Sequence, Scan User, and Currency (All). Below the filter section is the 'Batches List' table with a count of 2. The table has columns for Sequence, BFD Bank, BFD Branch, BFD Account No, Currency, Urgency, and Total Count. Two rows are visible: one with Sequence 1132, BFD Bank 2, BFD Branch JKB, BFD Account No 10, Currency Dollar, Urgency Regular, and Total Count 1; and another with Sequence 1145, BFD Bank 2, BFD Branch JKB, BFD Account No 5511012, Currency Jordan Dinar, Urgency Regular, and Total Count 2. At the bottom, a status bar shows 'Connected 15/08/2006 12:43:59' and 'Open 15/08/2006 20:30:00'.

Sequence	BFD Bank	BFD Branch	BFD Account No	Currency	Urgency	Total Count
1132	2	JKB	10	Dollar	Regular	1
1145	2	JKB	5511012	Jordan Dinar	Regular	2



Figure 2-13: Quality Assurance

The **Quality Assurance** page (Figure 2-13) emphasizes the concept of *Maker/Checker* due to the highly sensitive sort of data being processed in the system. Every single cheque in the clearing cycle should pass through the *Quality Assurance* to continue to the next distance. And all cheques should reach the quality assurance stage having the status **Balanced** and showing the **Green** color. You can define search criteria to find out certain batches that meet your needs, by

specifying the **Batch Filter** values and clicking the **Search** icon . Click the batch sequence to get a new page (Figure 2-14). As you can see the page consists of two panes.



1. The pane on the left that shows two areas: *Cheques List* and *Quality Assurance List*.
2. The pane on the right that shows two areas: *Batch Information* and *Batch System Information*.

Figure 2-14: Batch Information & cheque list

Click the required cheque code number; that consists of the *cheque sequence* and *serial number*, from the **Cheques List** section and you will get a new page (Figure 2-15). In order to find out certain cheques upon request, you can define search criteria by specifying the **Cheque Filter** values and clicking the **Search** icon . To empty the fields, click the **Clear** icon .

Note: That you can't change, edit or update any of the fields' values, except of selecting the radio buttons of the *Quality Assurance* checklist while verifying the cheques information.

Now start auditing and quality assuring the cheques one by one against the **Quality Assurance** list that was set by the bank. Again see (Figure 2-15). Select the check box of each of the confirmed points of the list and leave the check box(s) of the unconfirmed points empty.

Once you are done go up to the batches level and select the check box of the required batch and click on **Approve**  to accept the batch and let it move on to the proper destination. Or click on **Reject**  in case of any error or defect in the cheque information in order to be sent to the **Repairing** stage. And you can approve or reject batches directly from the batch information section by using the proper icons, as just explained.

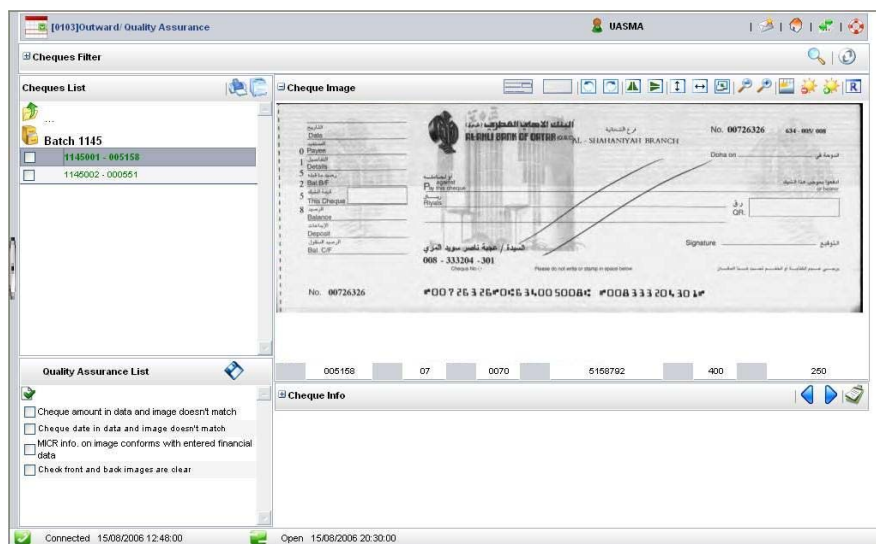


Figure 2-15: Cheque image

To view the **Cheque Information** and **Cheque System Information**, click the (+) sign of each (Figure 2-16).

Cheque Info	
Amount 250.000	Serial 005158
Date 15/08/2006	Pay Bank 07 Hsbc Bank Middle East
Clearing Date 15/08/2006	Pay Branch 0070 Head Office/Fifth Circle
Pay Account No 5158792	
<input type="checkbox"/> Reviewed Attached Document	
System Cheque Info	
Sequence 1145001	MICR Quality Modified
Cycle 1	Currency Jordan Dinar
Scan date 15/08/2006 12:38:06	

Figure 2-16: Cheque information & system information

If you would like to get a report of the accepted cheques, you can run the **Outward Presentment** report from the **Report** menu. And if want to check the batches status at the quality assurance stage, then you can run the **Batch Report** where you will get information about all batches at this stage.

2-5 Repairing

Menu path: Outward/ Repairing

Purpose: Correcting all errors found in the cheques after processing them through the quality assurance page.

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Figure 2-17: Repairing



The **Repairing** page (Figure 2-17) receives all cheques with missing data that need to be corrected. Incorrect cheques arrive to this page from the *Quality Assurance* and *Replied Cheques* pages. And note that all batches and cheques appear in *Orange* colour at this stage.

The user can use this page to do one or all of the following:

1. Approve cheques after correcting them.
2. Delete undesired cheques.
3. Rescan cheques; with missing signature or unclear image, and such.

Follow the same steps; we explained before in section 2-3, to search batches and cheques till you get the required cheque. Correct the data errors in the cheque; e.g. total amount. You may also edit the batch information, if needed. Click the

Update  icon to save the new changes.

Moreover; you can rescan the cheque straightway from the repairing page using the designated icon, with no need to delete the cheque and rescan it again inside a new batch. After you are done click the *Update*  icon to save the new changes and then go up to the batch level to accept the batch by clicking on the *Approve*  icon. The batch will go back to the *Quality Assurance* page to be audited and verified once again.

If you would like to get a report of the cheques in the repairing page, you can run the **Batch Report** from the **Report** menu; where you will get information about all batches at this stage.

2-6 Replied Batches

Menu path: Outward/ Replied Batches

Purpose: 1. Viewing all cheques that were sent to the Pay bank showing the status (*BFD waiting reply*). 2. Viewing all replied cheques; accepted and rejected, showing the status (*replied items*). 3. Sending cheques to the repair page by pressing the repair button. 4. Accepting the batch permanently in order to send all cheques inside the batch to the history database.

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Sequence	BFD Bank	BFD Branch	BFD Account No	Currency	Urgency	Total Count		
19306	1	CBJ	10	Amman	0000003310002026	Jordan Dinar	Inside Amman	4
19307	1	CBJ	10	Amman	0000002310002203	Jordan Dinar	Inside Amman	3
19308	1	CBJ	10	Amman	0000002310002026	Jordan Dinar	Inside Amman	4
19309	1	CBJ	10	Amman	0000002310002026	Jordan Dinar	Inside Amman	4
19310	1	CBJ	10	Amman	0000002310002026	Jordan Dinar	Inside Amman	5
19311	1	CBJ	10	Amman	0000002310002026	Jordan Dinar	Inside Amman	12
19312	1	CBJ	10	Amman	0000000234000152	Jordan Dinar	Inside Amman	2
19313	1	CBJ	10	Amman	0000003310000010	Jordan Dinar	Inside Amman	2
19315	1	CBJ	10	Amman	0000003310000010	Jordan Dinar	Inside Amman	5
19316	1	CBJ	10	Amman	0000003310000020	Jordan Dinar	Inside Amman	3
19319	1	CBJ	10	Amman	0000003310000010	Jordan Dinar	Inside Amman	12
19321	1	CBJ	10	Amman	0000000000000001	Jordan Dinar	Inside Amman	11
19322	1	CBJ	10	Amman	0000001310000010	Jordan Dinar	Inside Amman	11
19325	1	CBJ	10	Amman	0000001310000010	Jordan Dinar	Inside Amman	11
19326	1	CBJ	10	Amman	0000001310000010	Jordan Dinar	Inside Amman	12

Figure 2-18: Replied Batches

The **Replied Batches** page (Figure 2-18) initially appears to the user displaying the already replied batches. You may refine the batches display and limit them just to your needs by entering ranges of values in the **Batch Filter**, as explained before in section 2-3. And note that the batches and cheques inside will appear in three colors:

1. **Red:** indicates that there is at least one cheque inside the batch is *Rejected*.
2. **Green:** indicates that all cheques or at least one cheque inside the batch is *Accepted*.

Click the batch sequence to get a new page (Figure 2-19). As you can see, the page consists of three areas, as discussed before, **Batch Information**, **Batch System Information**, and **Cheques List**.

Figure 2-19: Batch information




Here you may define search criteria in order to find out certain cheques upon your request, by specifying the **Cheque Filter** values and clicking the **Search** icon . Click the required cheque code number and you will get a new page (Figure 2-20).

Figure 2-20: Cheque image

A superior privileged user may decide to accept a rejected cheque based on certain aspects and send it again to the ECCU to continue in the clearing cycle; and in such a case the user needs to proceed as follows:

- Change the **Return Reason** option to *Accepted*.
- Go up to the batch level
- Click the **Approve**  icon.

As for the already accepted cheques, you can move them to the history database after you click the **Approve** icon from the batch level.

 **Note:** Every time the cheque is resent to the ECCU or sent to the repairing page, is put in a new batch with a new sequence for both the cheque and the batch. And it's worth mentioning that the cheque has only three cycles to go through, and in the third the cheque will be rejected.

2-7 Replied Cheques

Menu path: Outward/ Replied Cheques

Purpose: Viewing cheques with their replies from the ECCU. And the cheques here appear separated with no batches to be classified inside. From this page you can either resend rejected cheques to the ECCU or send them to the repairing page.

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Sequence	Serial	Pay Bank	Pay Branch	Currency	Cheque Date	Expected Date	Amount	Payment Method	Urgency
43223001	000001	31 UNION	1040 Algardens	Jordan Dinar	11/10/2007	11/10/2007	20.000	Deposit	Regular
43223002	2	31 UNION	1040 Algardens	Jordan Dinar	11/10/2007	11/10/2007	20.000	Deposit	Regular
43223003	3	31 UNION	1040 Algardens	Jordan Dinar	11/10/2007	11/10/2007	20.000	Deposit	Regular
43223004	4	31 UNION	1040 Algardens	Jordan Dinar	11/10/2007	11/10/2007	20.000	Deposit	Regular
43223005	5	31 UNION	1040 Algardens	Jordan Dinar	11/10/2007	11/10/2007	20.000	Deposit	Regular
43223006	6	31 UNION	1040 Algardens	Jordan Dinar	11/10/2007	11/10/2007	20.000	Deposit	Regular
43223007	7	31 UNION	1040 Algardens	Jordan Dinar	11/10/2007	11/10/2007	20.000	Deposit	Regular
43223008	8	31 UNION	1040 Algardens	Jordan Dinar	11/10/2007	11/10/2007	20.000	Deposit	Regular
43223009	9	31 UNION	1040 Algardens	Jordan Dinar	11/10/2007	11/10/2007	20.000	Deposit	Regular
43223010	10	31 UNION	1040 Algardens	Jordan Dinar	11/10/2007	11/10/2007	20.000	Deposit	Regular
43236001	000001	31 UNION	1040 Algardens	Riyal	11/10/2007	11/10/2007	30.000	Deposit	Regular
43236002	2	31 UNION	1040 Algardens	Riyal	11/10/2007	11/10/2007	30.000	Deposit	Regular
43236003	3	31 UNION	1040 Algardens	Riyal	11/10/2007	11/10/2007	30.000	Deposit	Regular
43236004	4	31 UNION	1040 Algardens	Riyal	11/10/2007	11/10/2007	30.000	Deposit	Regular
43236005	5	31 UNION	1040 Algardens	Riyal	11/10/2007	11/10/2007	30.000	Deposit	Regular
43236006	6	31 UNION	1040 Algardens	Riyal	11/10/2007	11/10/2007	30.000	Deposit	Regular
43236007	7	31 UNION	1040 Algardens	Riyal	11/10/2007	11/10/2007	30.000	Deposit	Regular
43236008	8	31 UNION	1040 Algardens	Riyal	11/10/2007	11/10/2007	30.000	Deposit	Regular
43236009	9	31 UNION	1040 Algardens	Riyal	11/10/2007	11/10/2007	30.000	Deposit	Regular
43236010	10	31 UNION	1040 Algardens	Riyal	11/10/2007	11/10/2007	30.000	Deposit	Regular

Figure 2-21: Replied Cheques

The **Replied Cheques** page (Figure 2-21) initially appears to the user displaying all replied cheques. You may refine the cheques display and limit them just to your request by entering ranges of values in the **Cheque Filter** (Figure 2-22), as explained before in section 2-3. And note that the cheques will appear in two colors:

1. **Red:** indicates *Rejected* cheques.
2. **Green:** indicates *Accepted* cheques.

Note: That we can't change the return reason in the outward stage.

Note: Un-replied cheques appear in the replied batches page.

Cheque Filter

Pay Bank: All | BFD Account No: | Cheque Date: All | Serial: | Amount: All | Pay Branch: All | Pay Account No: | Sequence: | Urgency: All

Sequence	Serial	Pay Bank	Pay Branch	Currency	Cheque Date	Expected Date	Amount	Payment Method	Urgency
43223001	000001	31 UNION	1040 Algardens	Jordan Dinar	11/10/2007	11/10/2007	20,000	Deposit	Regular
43223002	2	31 UNION	1040 Algardens	Jordan Dinar	11/10/2007	11/10/2007	20,000	Deposit	Regular
43223003	3	31 UNION	1040 Algardens	Jordan Dinar	11/10/2007	11/10/2007	20,000	Deposit	Regular
43223004	4	31 UNION	1040 Algardens	Jordan Dinar	11/10/2007	11/10/2007	20,000	Deposit	Regular
43223005	5	31 UNION	1040 Algardens	Jordan Dinar	11/10/2007	11/10/2007	20,000	Deposit	Regular
43223006	6	31 UNION	1040 Algardens	Jordan Dinar	11/10/2007	11/10/2007	20,000	Deposit	Regular
43223007	7	31 UNION	1040 Algardens	Jordan Dinar	11/10/2007	11/10/2007	20,000	Deposit	Regular
43223008	8	31 UNION	1040 Algardens	Jordan Dinar	11/10/2007	11/10/2007	20,000	Deposit	Regular
43223009	9	31 UNION	1040 Algardens	Jordan Dinar	11/10/2007	11/10/2007	20,000	Deposit	Regular
43223010	10	31 UNION	1040 Algardens	Jordan Dinar	11/10/2007	11/10/2007	20,000	Deposit	Regular
43236001	000001	31 UNION	1040 Algardens	Riyal	11/10/2007	11/10/2007	30,000	Deposit	Regular
43236002	2	31 UNION	1040 Algardens	Riyal	11/10/2007	11/10/2007	30,000	Deposit	Regular
43236003	3	31 UNION	1040 Algardens	Riyal	11/10/2007	11/10/2007	30,000	Deposit	Regular
43236004	4	31 UNION	1040 Algardens	Riyal	11/10/2007	11/10/2007	30,000	Deposit	Regular
43236005	5	31 UNION	1040 Algardens	Riyal	11/10/2007	11/10/2007	30,000	Deposit	Regular
43236006	6	31 UNION	1040 Algardens	Riyal	11/10/2007	11/10/2007	30,000	Deposit	Regular

Connected 11/10/2007 13:14:10 | Open 11/10/2007 18:01:00

Figure 2-22: Cheque filter

Click the cheque sequence to view its images and details (Figure 2-23).

Cheque Image

Progress Bank

Date: 11/10/2007

Pay against this cheque: 20,000

The sum of: 20,000

Return Status: ACCEPTED

other reasons:

Connected 11/10/2007 13:14:10 | Open 11/10/2007 18:01:00

Figure 2-23: Cheque image & return cheque

To view the **Cheque Information** and **Cheque System Information**, click the (+) sign of each (Figure 2-24).





Cheque Info

BFD Bank	01	Central Bank Of Jordan	Serial	539458
BFD Branch	0010	Amman	Currency	400 Jordan Dinar
BFD Account No	000000331002026		Pay Bank	11 Jordan Islamic Bank
Amount	50.000		Pay Branch	730 Irbid wa Husun Office
Urgency	Outside Amman		Pay Account No	211301039755001
Date	22/04/2007		Clearing Date	24/04/2007
Review Attached Document <input type="checkbox"/>				

System Cheque Info

Sequence	19308003	MICR Quality	Intact
Cycle	1	Session Sequence	19
Auto-replied	No	Reply Date	26/04/2007 14:27:02
Session Date	25/04/2007		

Figure 2-24: *Cheque information*

To move between cheques, click **Previous**  and **Next**  icons. To view detailed information about the cheque transactions; click the **Transactions**  icon and you will get the windows (Figures 2-25-26). To go up one level; to the main page of the cheques, click the **Folder-Up**  icon.

Transactions - Web Page Dialog

Return Cheque

Return Reasons: Unreachable Destination | otherreason:

Note:

Cheque Info

BFD Bank	02	Jordan Kuwait Bank	Serial	002342
BFD Branch	0010	Abdali	Currency	400 Jordan Dinar
BFD Account No	404565		Pay Bank	10 Arab Bank
Amount	43534.000		Pay Branch	1190 Abdali
Urgency	Regular		Pay Account No	4896746
Date	02/07/2006		Clearing Date	03/07/2006
Review Attached Document <input checked="" type="checkbox"/>			Reviewing user: UAMER	

System Cheque Info

Sequence	355010	MICR Quality	Modified
Cycle	1	Session Sequence	0
Auto-replied	Yes	Reply Date	03/07/2006 15:16:25
Session Date	03/07/2006		

Figure 2-25: *Cheque information/ transactions*

Transactions -- Web Page Dialog						
Return Cheque						
Cheque Info						
Status Replied Items		User: SYSTEM		Workstation IP Address: user1		
Sequence	Bank name	Status	Date	Time	Workstation IP Address	User
1	JKB	Scan	02/07/2006	11:11:04	192.168.0.151	UAMER
2	JKB	Data Entry	02/07/2006	17:53:23	192.168.0.46	UAMER
3	JKB	Quality Assurance	02/07/2006	17:53:34	192.168.0.46	UAMER
4	JKB	BFD Request Export	02/07/2006	17:53:54	DATABASE	TOPSTDTOJOB
5	JKB	Post Dated Cheques	03/07/2006	09:23:56	DATABASE	PSTDTOJOB
6	JKB	BFD Request Export	03/07/2006	09:26:27	user1	SYSTEM
11	JKB	BFD Waiting Reply	03/07/2006	15:17:57	user1	SYSTEM

Figure 2-26: Cheque information/ transactions

2-8 Returning Advice Printing

Menu path: Outward/ Returning Advice Printing

Purpose: This program is designed to print out a return slip handed to the customer (including the return reason) when the reply is received from the Pay bank.

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Figure 2-27: Returning Advice Printing

Through the **Return Advice Printing** page (Figure 2-27) you can filter the report before you run it to get refined data specific to your needs. Fill in the **Cheque Filter** criteria; select the cheque **Urgency** level, **From Bank** and **To Bank** from the drop-down lists. Enter the **Session Date** or select it from the available calendar that will be activated when you click . Enter the checks **Amount From – To**, **Account number From – To**, cheques **Serial From – To**, and **Sequence From – To**. Select the required radio button of the **Order By** options; **Amount**, **Serial**, **Date**, or **Sequence**; the way you want to sort out the reports'

output data. Select the **Reason** of return of the cheques. Click the **Search**

icon to get the required data. To empty the entry fields click the **Clear** icon. You may leave the cheques filter with blank values in order to get all returned cheques. You will get (Figure 2-28).


<input type="checkbox"/>	Sequence	Serial	Amount	Pay Account No	Pay Bank	Pay Branch	BFD	BFD Br
<input type="checkbox"/>	43219006	6	10.000	0000000000011111	UNION	Algaldens	JCB	Abu Nu
<input type="checkbox"/>	43219007	7	10.000	0000000000011111	UNION	Algaldens	JCB	Abu Nu
<input type="checkbox"/>	43219008	8	10.000	0000000000011111	UNION	Algaldens	JCB	Abu Nu
<input type="checkbox"/>	43219009	9	10.000	0000000000011111	UNION	Algaldens	JCB	Abu Nu
<input type="checkbox"/>	43219010	10	10.000	0000000000011111	UNION	Algaldens	JCB	Abu Nu
<input type="checkbox"/>	43223006	6	20.000	0000000000022222	UNION	Algaldens	JCB	Abu Nu
<input type="checkbox"/>	43223007	7	20.000	0000000000022222	UNION	Algaldens	JCB	Abu Nu
<input type="checkbox"/>	43223008	8	20.000	0000000000022222	UNION	Algaldens	JCB	Abu Nu
<input type="checkbox"/>	43223009	9	20.000	0000000000022222	UNION	Algaldens	JCB	Abu Nu
<input type="checkbox"/>	43223010	10	20.000	0000000000022222	UNION	Algaldens	JCB	Abu Nu

Figure 2-28: Returning Advice Printing/ cheque list 1

Scroll the bar to the right to see all details of the checks (Figure 2-29).

Pay Account No	Pay Bank	Pay Branch	BFD	BFD Branch	Date	Currency	Reply Date	Urgency	Session Date
00000000011111	UNION	Algaldens	JCB	Abu Nusair	11/10/2007	Euro	11/10/2007 11:54:21	Regular	11/10/2007
00000000011111	UNION	Algaldens	JCB	Abu Nusair	11/10/2007	Euro	11/10/2007 11:54:09	Regular	11/10/2007
00000000011111	UNION	Algaldens	JCB	Abu Nusair	11/10/2007	Euro	11/10/2007 11:53:37	Regular	11/10/2007
00000000011111	UNION	Algaldens	JCB	Abu Nusair	11/10/2007	Euro	11/10/2007 11:54:17	Regular	11/10/2007
00000000011111	UNION	Algaldens	JCB	Abu Nusair	11/10/2007	Euro	11/10/2007 11:54:13	Regular	11/10/2007
00000000022222	UNION	Algaldens	JCB	Abu Nusair	11/10/2007	Jordan Dinar	11/10/2007 11:56:23	Regular	11/10/2007
00000000022222	UNION	Algaldens	JCB	Abu Nusair	11/10/2007	Jordan Dinar	11/10/2007 11:56:20	Regular	11/10/2007
00000000022222	UNION	Algaldens	JCB	Abu Nusair	11/10/2007	Jordan Dinar	11/10/2007 11:56:26	Regular	11/10/2007
00000000022222	UNION	Algaldens	JCB	Abu Nusair	11/10/2007	Jordan Dinar	11/10/2007 11:56:17	Regular	11/10/2007
00000000022222	UNION	Algaldens	JCB	Abu Nusair	11/10/2007	Jordan Dinar	11/10/2007 11:56:30	Regular	11/10/2007

Figure 2-29: Returning Advice Printing/ cheque list 2

To print out an advice of a certain cheque, click the check box of the required cheque; place tick inside it, and click the **Print**  icon placed on top of the right corner.

2-9 Slip Printing

Menu path: Outward/ Slip Printing

Purpose: This program is designed to print-out a receipt (including the batch information) and hand it to the customer, when the teller receives the cheque(s) from the customer.

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Figure 2-30: Slip Printing

Through the **Slip Printing** page (Figure 2-30) you can search the required cheques to print out slips of the batches information and the cheques inside the batches with their images.

Refine the cheques display filling in the filter information. Select the **BFD Bank** from the drop-down list. Enter the **Reference No. From – To**, **Total Count From – To**, **Amount From – To**, **Account No. From – To**, **Batch Date From – To**; you may pick the date from the available calendar, **Sequence From – To**. Select the **Currency**, **Urgency**, **Status**, **Created By** from the available drop-down lists. Click **View** to generate the out-put or **Clear** to empty the fields. See (Figure 2-31 & 32).

Sequence	Bank	Branch	BFD Acc	Ref No.	Currency	Urgency	Count	Amount
43219	JCB	Abu Nusair	0000000000000000111		Euro	Regular	10	
43223	JCB	Abu Nusair	0000000000000000222		Jordan Dinar	Regular	10	
43236	JCB	Abu Nusair	0000000000000000333		Riyal	Regular	10	
43239	JCB	Abu Nusair	0000000000000000444		Yen	Regular	10	
43338	JCB	Abu Nusair			Yen	Regular	0	
43339	JCB	Abu Nusair			Yen	Regular	0	
43340	JCB	Abu Nusair			Yen	Regular	0	
43341	JCB	Abu Nusair			Yen	Regular	1	
43343	JCB	Abu Nusair	0000028913482934		Euro	Regular	1	
43344	JCB	Abu Nusair			Euro	Regular	1	

Connected 11/10/2007 13:14:10 Open 11/10/2007 18:01:00

Figure 2-31: Slip Printing output 1

Scroll the bar to the right to see all details of the batches (Figure 2-32).

D Acc	Ref No.	Currency	Urgency	Count	Amount	Date	User	Print
0000000111		Euro	Regular	10	100.000	11/10/2007	ADMIN	
0000000222		Jordan Dinar	Regular	10	200.000	11/10/2007	ADMIN	
0000000333		Riyal	Regular	10	300.000	11/10/2007	ADMIN	
0000000444		Yen	Regular	10	400.000	11/10/2007	ADMIN	
		Yen	Regular	0		16/10/2007	ADMIN	
		Yen	Regular	0		16/10/2007	ADMIN	
		Yen	Regular	0		16/10/2007	ADMIN	
		Yen	Regular	1	100.000	16/10/2007	ADMIN	
8913482934		Euro	Regular	1		29/10/2007	ADMIN	
		Euro	Regular	1		29/10/2007	ADMIN	

Connected 11/10/2007 13:14:10 Open 11/10/2007 18:01:00

Figure 2-32: Slip Printing output 2

To print out batch information, click the **Print Slip** icon of this batch. To print out a list of all cheques inside a batch with their images, on separate pages, click the **Print** icon of the required batch.

3. INWARD

The inward clearing of paying banks may set up special workflows to allow pre-automated processes to reduce the efforts needed to run technical and financial clearing.

The inward clearing process includes three main processes:

Technical Clearing

The first step carried out by the user is the technical clearing, considering the mostly normal used clearing cycle at member banks. The technical clearing step is mainly concerned with validating the cheque image and verifying the customer signature(s) against the local signature system database. Items accepted by the technical clearing are to be moved to financial clearing.

Financial Clearing

The financial clearing step is concerned with the actual accounting status of the cheque issuing customer. If there is sufficient balance and the account has no issues paying the amount claimed; the financial clearing process may consider replying with a pay order. In the ECC process an electronic reply needs to be sent back to the clearing house for both paid and returned items to allow for faster depositing account funding and facilitate express cheque clearing service.

Clearing Approval

The clearing approval step is the checker level of the inward clearing process technical and financial maker steps. All items returned from technical and both approved or returned by the financial step need to be passed to the clearing approval step in case the bank requested to implement the maker/checker concept.

The Outward module consists of the following items (Figure 3-1);

- **Early Items**
- **Technical and Financial**
- **Technical Clearing**
- **Financial Clearing**
- **Clearing Approval**
- **Inward Replies**
- **Clearing Cheque Printing**
- **Returned Cheques Printing**



Figure 3-1: *Outward menu*

3-1 Early Items

Menu path: Inward/ Early Items

Purpose: This function is used to display the cheques that were presented to the Pay bank after the end of the Clearing session that was held on the previous day, to ensure that they will be treated with higher priority.

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Figure 3-2: Early Items

Note: The **Early Items** page is a transitory page and will be obsolete once the real running of the system begins.

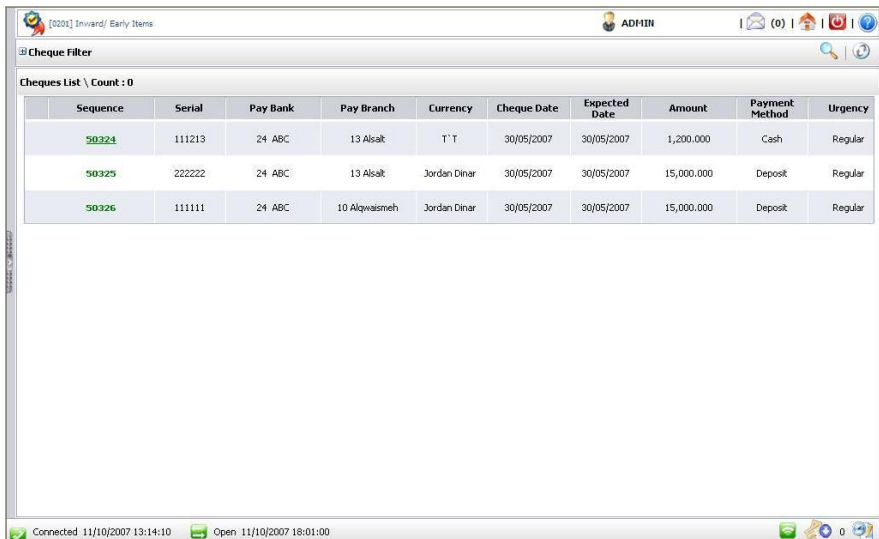
The **Early Items** page (Figure 3-2) initially appears to the user displaying all cheques that were presented to the Pay bank after the end of the Clearing session of the previous day. The system moves these cheques to the **Technical Clearing** stage (Section 3.3) in order to proceed within the **Inward Clearing** cycle; taking into consideration that the Early Items cheques should be treated with higher priority.

To filter the Early Items result, enter the required values in the Cheque Filter section as follows; select the **BFD Bank**, **BFD Branch**, **Pay Bank**, and **Pay Branch** from the drop-down list pertaining to each field. Enter the **BFD Account No.** and the **Pay Account No.** Click the **Calendar** icon to pick the required dates of the **Cheque Date** and **Expected Date** and then select the period of time you want to cover, whether it's *before*, *after*, *same* of the selected date. Enter the cheque **Sequence** and **Serial**, if the early item is a single cheque. Select the

Amount and **Urgency** level from the available drop-down lists and then enter the **Session Sequence**.

Click the **Search** icon  to get the required cheques. To empty the fields, click the **Clear**  icon.

The search result will be the same of what you see in (Figure 3-3).



Cheques List \ Count : 0

Sequence	Serial	Pay Bank	Pay Branch	Currency	Cheque Date	Expected Date	Amount	Payment Method	Urgency
50324	111213	24 ABC	13 Alsalt	T.T	30/05/2007	30/05/2007	1,200.000	Cash	Regular
50325	222222	24 ABC	13 Alsalt	Jordan Dinar	30/05/2007	30/05/2007	15,000.000	Deposit	Regular
50326	111111	24 ABC	10 Alqwaismeh	Jordan Dinar	30/05/2007	30/05/2007	15,000.000	Deposit	Regular

Connected 11/10/2007 13:14:10 Open 11/10/2007 18:01:00

Figure 3-3: Early Items result

As you can see, the page displays the following information; **Sequence**, **Serial**, **Pay Bank**, **Pay Branch**, **Currency**, **Cheque Date**, **Expected Date**, **Amount**, **Payment Method**, and **Urgency**.

3-2 Technical and Financial Clearing

Menu path: Inward/ Technical and Financial Clearing


Purpose: This function is used to process the presented cheques and verify them against a specific technical and financial check list that is set and standardized by the Pay bank. Based on this check list, the cheque will be accepted to continue in the inward clearing cycle or rejected to be returned back to the BFD bank.

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Figure 3-4: Technical and Financial Clearing

The **Technical and Financial Clearing** page (Figure 3-4) initially appears to the user displaying all presented cheques to the Pay bank in order to be verified and audited; and accordingly accepted and paid or rejected and returned. The cheques are verified against certain technical and financial aspects such as; *date, signature, amount in words and numbers, BFD bank endorsements, the sufficient/insufficient fund*, etc. Next, you will decide to accept the cheque or reject it showing the return reason. Next, and in both cases the cheque will be sent to the *Clearing Approval* page.

You may refine the cheques display and limit them just to your needs by entering ranges of values in the **Cheque Filter** criteria (Figure 3-5). You can approve the cheque directly from the main page of all cheques by selecting the check box of it and clicking the **Approve**  icon.

Note: Enabling/ disabling users from accepting cheques from the *Cheques List* is a parameterized function that is set upon the user's need.

[0202] Inward / Technical and Financial ADMIN

Cheque Filter

BFD Bank: All
 BFD Branch: All
 BFD Account No.:
 Cheque Date: All
 Expected Date: All
 Amount: All

Pay Bank: All
 Pay Branch: All
 Pay Account No.:
 Sequence:
 Serial:
 Urgency: All

Cheques List \ Count : 2237

	Sequence	Serial	Pay Bank	Pay Branch	Currency	Cheque Date	Expected Date	Amount	Payment Method	Urgency
<input type="checkbox"/>	395203	113813	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	486,250	Deposit	Inside Amm
<input type="checkbox"/>	395204	126032	1 CBJ	10 Amman	Jordan Dinar	25/04/2007	01/05/2007	1,228,500	Deposit	Inside Amm
<input type="checkbox"/>	395205	238224	1 CBJ	10 Amman	Jordan Dinar	19/04/2007	01/05/2007	132,900	Deposit	Inside Amm
<input type="checkbox"/>	395207	032537	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	959,600	Deposit	Inside Amm
<input type="checkbox"/>	395209	113599	1 CBJ	10 Amman	Jordan Dinar	16/04/2007	01/05/2007	212,000	Deposit	Inside Amm
<input type="checkbox"/>	395210	113603	1 CBJ	10 Amman	Jordan Dinar	16/04/2007	01/05/2007	224,900	Deposit	Inside Amm
<input type="checkbox"/>	395211	215087	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	10,000	Deposit	Inside Amm
<input type="checkbox"/>	395214	219806	1 CBJ	10 Amman	Jordan Dinar	10/04/2007	01/05/2007	8,000	Deposit	Inside Amm
<input type="checkbox"/>	395215	001325	1 CBJ	10 Amman	Jordan Dinar	19/04/2007	01/05/2007	95,200	Deposit	Inside Amm
<input type="checkbox"/>	395216	240466	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	2,117,510	Deposit	Inside Amm
<input type="checkbox"/>	395217	122489	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	22,000	Deposit	Inside Amm
<input type="checkbox"/>	395218	067707	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	185,014	Deposit	Inside Amm
<input type="checkbox"/>	395219	056879	1 CBJ	30 Aqaba	Jordan Dinar	26/04/2007	02/05/2007	5,358,850	Deposit	Outside Amm

Connected 01/05/2007 13:15:15 Reply 01/05/2007 14:30:00



Figure 3-5: Technical and Financial Clearing/ cheque filter


Select the **BFD Bank** and **BFD Branch**, the **Pay Bank** and **Pay Branch** from the available drop-down lists. Enter the **BFD Account No.** and **Pay Account No.** Select the **Cheque Date** variable from the drop-down list. This variable will measure the range of cheques to be retrieved according to it. Meaning you want to display all cheques before, after or equal to the entered date. Now enter the required date or pick it from the calendar after you click the icon. If you select the value *All*, then you don't need to enter the cheque date. Follow the same for the **Expected Date** and **Amount**; meaning you want to retrieve all cheques that have amounts greater, less or just equal to the entered amount. *All* specifies no certain value. Enter the **Sequence** and **Serial** if it is just one cheque. Select the **Urgency** level from the drop-down list.


Click the **Search** to get the required cheques. To empty the fields, click the **Clear** icon.


Click the sequence of the required cheque to get a new page (Figure 3-6) and start comparing the cheque information with the cheque's image verifying the points of the *Technical and Financial Clearing List* one by one, selecting the check box of the confirmed point and leaving the check box of the unconfirmed point blank. And thus you make sure that all aspects are valid in this cheque or not.


Figure 3-6: Technical and Financial Clearing/ check list


Now if any point of the check list is not applicable then you have to reject the cheque and select the main **Return Reason** from the drop-down list and enter any other reasons in the **Other Reasons** text box and click the **Update**  icon. Next, click the **Reject**  icon.




 **Note:** Return reasons must be mentioned according to their importance, knowing that financial reasons have the highest priority. Therefore; you have to define the financial reason by selecting it from **Return Reasons** drop down list. And you can enter any other reason in the **Other Reasons** text box.

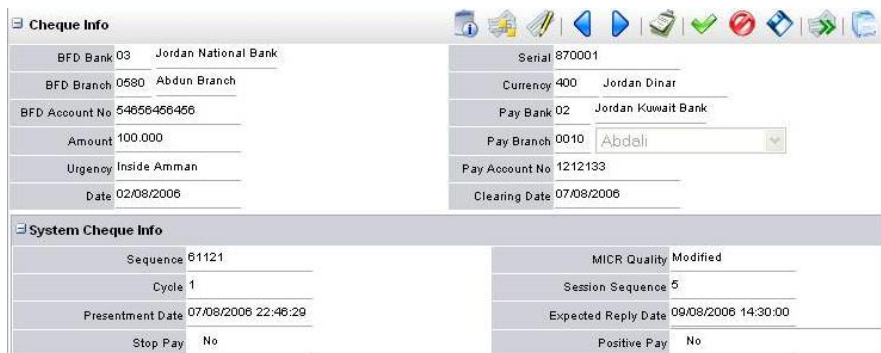
If the cheque was rejected before, the user may click the **Old Reason**  icon to view the reason of the previous rejection and in this case the cheque is considered as a second-cycled cheque and if it's the third cycle, the cheque will be rejected automatically.

 **Note:** The user may indicate the cycle number of this cheque from **Cycle** field, **System Cheque Information** section. See (Figure 3-7).

If all points of the check list are valid then you have to accept the cheque using the **Approve**  icon. And in both cases the cheque will be moved to the **Clearing Approval** page.

 **Note:** Enabling/ disabling users from accepting a cheque from the *Cheque Information* section is a parameterized function that is set upon the user's need.


To move between cheques, click **Previous**  and **Next**  icons. To view detailed information of the cheque transactions; click the **Transactions**  icon.

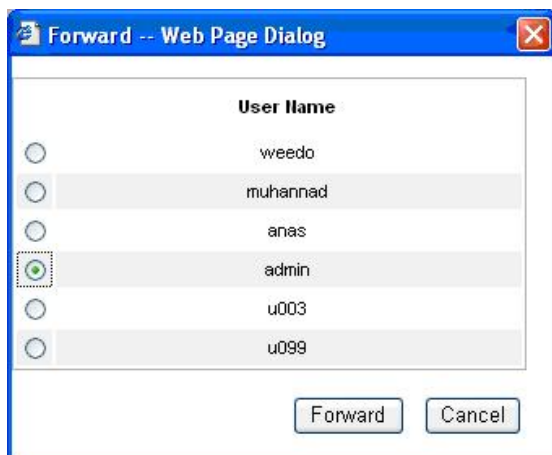


Cheque Info	
BFD Bank 03	Jordan National Bank
BFD Branch 0580	Abdun Branch
BFD Account No 54656456456	
Amount 100.000	
Urgency Inside Amman	
Date 02/08/2006	
Serial 870001	
Currency 400	Jordan Dinar
Pay Bank 02	Jordan Kuwait Bank
Pay Branch 0010	Abdali
Pay Account No 1212133	
Clearing Date 07/08/2006	
System Cheque Info	
Sequence 61121	MICR Quality Modified
Cycle 1	Session Sequence 5
Presentment Date 07/08/2006 22:48:29	Expected Reply Date 09/08/2006 14:30:00
Stop Pay No	Positive Pay No

Figure 3-7: Cheque information

In certain cases, you may need to get help from other superior users to decide upon certain cheque(s) that you are not sure what proper action should be taken in order to process the cheque(s); for example: *"shall I approve or reject this cheque"* so you may forward the cheque to another user who can give the

appropriate action by using the **Forward**  icon. A forward dialogue box will appear to you to select the radio button of the required user name that you want to forward the cheque to (Figure 3-8).






Forward -- Web Page Dialog

User Name	
<input type="radio"/>	weedo
<input type="radio"/>	muhannad
<input type="radio"/>	anas
<input checked="" type="radio"/>	admin
<input type="radio"/>	u003
<input type="radio"/>	u099

Forward Cancel

Figure 3-8: Forward to users

To view if there are any cheques that have the same account number of this cheque and belong to the same beneficiary, click the ***Related-Cheques***  icon. To print out the cheque with its image, click the ***Print***  icon.

To go up to the main page of all cheques, click the ***Folder-Up***  icon from the **Return Cheques** section.

The cheques in this page appear in two colors:

Green: Initial arrival of all cheques to this page, is in green color. Green color indicates an accepted cheque.

Red: This indicates that the cheque has a return reason. Red color for a rejected cheque.

3-3 Technical Clearing

Menu path: Inward/ Technical Clearing

Purpose: This function is used to process the presented cheques to be verified against a specific technical check list that is set and standardized by the Pay bank. Based on this check list, the cheque will be accepted to continue in the paying cycle or rejected to be returned back to the presented bank.

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[0203] Inward/ Technical Clearing

ADMIN

Cheque Filter

Cheques List \ Count : 2237


	Sequence	Serial	Pay Bank	Pay Branch	Currency	Cheque Date	Expected Date	Amount	Payment Method	Urgency
<input type="checkbox"/>	395203	113813	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	486.250	Deposit	Inside Ammu
<input type="checkbox"/>	395204	126032	1 CBJ	10 Amman	Jordan Dinar	25/04/2007	01/05/2007	1,228.500	Deposit	Inside Ammu
<input type="checkbox"/>	395205	238224	1 CBJ	10 Amman	Jordan Dinar	19/04/2007	01/05/2007	132.900	Deposit	Inside Ammu
<input type="checkbox"/>	395207	032537	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	959.600	Deposit	Inside Ammu
<input type="checkbox"/>	395209	113599	1 CBJ	10 Amman	Jordan Dinar	16/04/2007	01/05/2007	212.000	Deposit	Inside Ammu
<input type="checkbox"/>	395210	113603	1 CBJ	10 Amman	Jordan Dinar	16/04/2007	01/05/2007	224.900	Deposit	Inside Ammu
<input type="checkbox"/>	395211	215087	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	10.000	Deposit	Inside Ammu
<input type="checkbox"/>	395214	219806	1 CBJ	10 Amman	Jordan Dinar	10/04/2007	01/05/2007	8.000	Deposit	Inside Ammu
<input type="checkbox"/>	395215	001325	1 CBJ	10 Amman	Jordan Dinar	19/04/2007	01/05/2007	95.200	Deposit	Inside Ammu
<input type="checkbox"/>	395216	240486	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	2,117.510	Deposit	Inside Ammu
<input type="checkbox"/>	395217	122489	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	22.000	Deposit	Inside Ammu
<input type="checkbox"/>	395218	067707	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	185.014	Deposit	Inside Ammu
<input type="checkbox"/>	395219	056879	1 CBJ	30 Aqaba	Jordan Dinar	26/04/2007	02/05/2007	5,358.850	Deposit	Outside Ammu
<input type="checkbox"/>	395220	030830	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	24.500	Deposit	Inside Ammu
<input type="checkbox"/>	395221	004947	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	2,090.048	Deposit	Inside Ammu
<input type="checkbox"/>	395222	000573	1 CBJ	10 Amman	Jordan Dinar	12/04/2007	01/05/2007	2,378.100	Deposit	Inside Ammu
<input type="checkbox"/>	395224	101083	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	149.602	Deposit	Inside Ammu
<input type="checkbox"/>	395225	009123	1 CBJ	10 Amman	Jordan Dinar	17/04/2007	01/05/2007	151.050	Deposit	Inside Ammu

Connected 01/05/2007 13:19:15

Reply 01/05/2007 14:30:00

Figure 3-9: Technical Clearing

The **Technical Clearing** page (Figure 3-9) initially appears to the user displaying all presented cheques to the Pay bank in order to be verified and audited; and accordingly accepted and paid or rejected and returned. The cheques are verified against certain technical aspects such as; *date, signature, BFD bank endorsements*, etc. Next, you will decide to accept the cheque or reject it showing the return reason. Next, and in both cases, the cheque will go to the *financial clearing* page and from it; whether rejected or accepted, it will go to the *clearing approval* page.

You may refine the cheques display and limit them just to your needs by entering ranges of values in the **Cheque Filter** criteria (Figure 3-10). You can approve the cheque directly from the main page of all cheques by selecting the check box of the cheque and clicking on the **Approve**  icon.

Note: Enabling/ disabling users from accepting cheques from the *Cheques List* is a parameterized function that is set upon the user's need.

[0203] Inward/ Technical Clearing ADMIN

Cheque Filter

BFD Bank: All
 BFD Branch: All
 BFD Account No:
 Cheque Date: All
 Expected Date: All
 Amount: All

Pay Bank: All
 Pay Branch: All
 Pay Account No:
 Sequence:
 Serial:
 Urgency: All

Cheques List \ Count : 2237

	Sequence	Serial	Pay Bank	Pay Branch	Currency	Cheque Date	Expected Date	Amount	Payment Method	Urgency
<input type="checkbox"/>	395203	113813	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	486.250	Deposit	Inside Amman
<input type="checkbox"/>	395204	126032	1 CBJ	10 Amman	Jordan Dinar	25/04/2007	01/05/2007	1,228.500	Deposit	Inside Amman
<input type="checkbox"/>	395205	238224	1 CBJ	10 Amman	Jordan Dinar	19/04/2007	01/05/2007	132.900	Deposit	Inside Amman
<input type="checkbox"/>	395207	032537	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	959.600	Deposit	Inside Amman
<input type="checkbox"/>	395209	113599	1 CBJ	10 Amman	Jordan Dinar	16/04/2007	01/05/2007	212.000	Deposit	Inside Amman
<input type="checkbox"/>	395210	113603	1 CBJ	10 Amman	Jordan Dinar	16/04/2007	01/05/2007	224.900	Deposit	Inside Amman
<input type="checkbox"/>	395211	215087	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	10.000	Deposit	Inside Amman
<input type="checkbox"/>	395214	219806	1 CBJ	10 Amman	Jordan Dinar	10/04/2007	01/05/2007	8.000	Deposit	Inside Amman
<input type="checkbox"/>	395215	001325	1 CBJ	10 Amman	Jordan Dinar	19/04/2007	01/05/2007	95.200	Deposit	Inside Amman
<input type="checkbox"/>	395216	240486	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	2,117.510	Deposit	Inside Amman
<input type="checkbox"/>	395217	122489	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	22.000	Deposit	Inside Amman
<input type="checkbox"/>	395218	067707	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	185.014	Deposit	Inside Amman
<input type="checkbox"/>	395219	056879	1 CBJ	30 Aqaba	Jordan Dinar	26/04/2007	02/05/2007	5,358.850	Deposit	Outside Amman

Connected 01/05/2007 13:19:15 Reply 01/05/2007 14:30:00

Figure 3-10: Technical Clearing/ cheque filter

The **Technical Clearing** work procedures go exactly in the same manner and way of the **Technical and Financial Clearing** work procedures. Please see (Section 3-2.)

Note: Whether the cheque is accepted or rejected from the technical clearing, it must go directly in the following workflow; which is the financial clearing.

The cheques in this page appear in two colors:

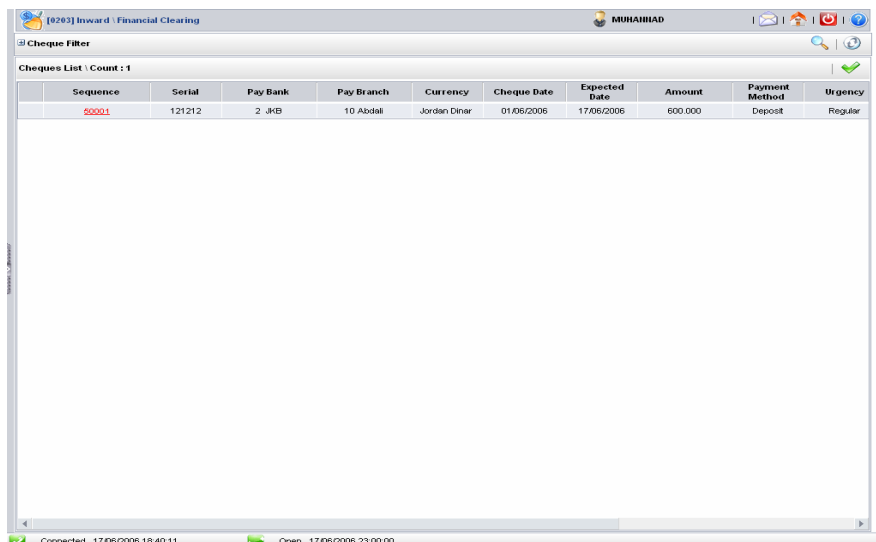
- **Green:** indicates accepted cheques.
- **Red:** indicates rejected cheques.

3-4 Financial Clearing

Menu path: Inward/ Financial Clearing

Purpose: This function is used to process the presented cheques to be verified against a specific financial check list that is set and standardized by the pay bank. Based on this check list, the cheque will be accepted to continue in the paying cycle or rejected to be returned back to the presented bank.

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The screenshot shows a software window titled "[0203] Inward / Financial Clearing" with a user icon for "MUHAMMAD". Below the title bar is a "Cheque Filter" section. The main area displays a table of cheques with the following data:


Sequence	Serial	Pay Bank	Pay Branch	Currency	Cheque Date	Expected Date	Amount	Payment Method	Urgency
50001	121212	2 JIB	10 Abdali	Jordan Dinar	01/06/2006	17/06/2006	600.000	Deposit	Regular

At the bottom of the window, a status bar shows "Connected 17/06/2006 18:40:11" and "Open 17/06/2006 23:00:00".

Figure 3-11: Financial Clearing

The **Financial Clearing** page (Figure 3-11) initially appears to the user displaying all cheques; accepted or rejected; passed to this stage from the *Technical Clearing* in order to be verified and audited; and accordingly accepted and paid or rejected and returned. The cheques are verified against certain financial aspects such as; *amount in words and numbers, the sufficient/insufficient fund*, etc. Next, you will decide to accept the cheque or reject it showing the return reason. Next, and in both cases, the cheque will be sent to the *Clearing Approval* page.

You may refine the cheques display and limit them just to your needs by entering ranges of values in the **Cheque Filter** criteria, as explained before. You can approve the cheque directly from the main page of all checks by selecting the check box of the cheque and clicking on the **Approve**  icon.

 **Note:** Enabling/ disabling users from accepting cheques from the *Cheques List* is a parameterized function that is set upon the user's need.

The **Financial Clearing** work procedures go exactly in the same manner and way of the **Technical and Financial Clearing** work procedures. Please see section 3-2.

The cheques in this page appear in two colors:

- **Green:** indicates accepted cheques.
- **Red:** indicates rejected cheques.

3-5 Clearing Approval

Menu path: Inward/ Clearing Approval


Purpose: This function is used to audit the cheques from technical and financial point of view and take the final decision regarding the cheques. And then send the reply to the BFD bank (*Accepted or Rejected*)


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	Sequence	Serial	Pay Bank	Pay Branch	Currency	Cheque Date	Expected Date	Amount	Payment Method	Urgency
<input type="checkbox"/>	395206	023929	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	8,325.700	Deposit	Inside Ammai
<input type="checkbox"/>	395223	215301	1 CBJ	10 Amman	Jordan Dinar	03/04/2007	01/05/2007	24.291	Deposit	Inside Ammai
<input type="checkbox"/>	395230	216084	1 CBJ	10 Amman	Jordan Dinar	04/04/2007	01/05/2007	25.226	Deposit	Inside Ammai
<input type="checkbox"/>	395246	200001	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	529.311	Deposit	Inside Ammai
<input type="checkbox"/>	395250	173952	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	157.619	Deposit	Inside Ammai
<input type="checkbox"/>	395251	210886	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	23.493	Deposit	Inside Ammai
<input type="checkbox"/>	395264	214102	1 CBJ	10 Amman	Jordan Dinar	28/03/2007	01/05/2007	61.535	Deposit	Inside Ammai
<input type="checkbox"/>	395278	215037	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	15.730	Deposit	Inside Ammai
<input type="checkbox"/>	395282	055125	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	8,359.411	Deposit	Inside Ammai
<input type="checkbox"/>	395284	054971	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	8,579.675	Deposit	Inside Ammai
<input type="checkbox"/>	395297	198545	1 CBJ	10 Amman	Jordan Dinar	12/02/2007	01/05/2007	37.713	Deposit	Inside Ammai
<input type="checkbox"/>	395298	220835	1 CBJ	10 Amman	Jordan Dinar	22/04/2007	01/05/2007	174.063	Deposit	Inside Ammai
<input type="checkbox"/>	395303	215050	1 CBJ	10 Amman	Jordan Dinar	03/04/2007	01/05/2007	130.184	Deposit	Inside Ammai
<input type="checkbox"/>	395314	216252	1 CBJ	10 Amman	Jordan Dinar	04/04/2007	01/05/2007	10.407	Deposit	Inside Ammai
<input type="checkbox"/>	395335	219337	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	2,047.842	Deposit	Inside Ammai
<input type="checkbox"/>	395347	203121	1 CBJ	10 Amman	Jordan Dinar	24/02/2007	01/05/2007	48.606	Deposit	Inside Ammai
<input type="checkbox"/>	395349	219387	1 CBJ	10 Amman	Jordan Dinar	16/04/2007	01/05/2007	187.410	Deposit	Inside Ammai
<input type="checkbox"/>	395354	201320	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	69.845	Deposit	Inside Ammai

Figure 3-12: Clearing Approval

The **Clearing Approval** page (Figure 3-12) initially appears to the user displaying all cheques; accepted and rejected, that arrived to this page from the *Technical and Financial Clearing* or the *Financial Clearing* in order to take the final decision whether to accept them to be paid or reject them to be returned to the BFD bank.

You may refine the cheques display and limit them just to your needs by entering ranges of values in the **Cheque Filter** criteria (Figure 3-13), as explained before. You can approve the cheque directly from the main page of all cheques by selecting the check box of the cheque and clicking on the **Approve**  icon.

 **Note:** Enabling/ disabling users from accepting cheques from the *Cheques List* is a parameterized function that is set upon the user's need.

[0205] Inward/ Clearing Approval ADMIN

Cheque Filter

BFD Bank: All
BFD Branch: All
BFD Account No:
Cheque Date: All
Expected Date: All
Amount: All

Pay Bank: All
Pay Branch: All
Pay Account No:
Sequence:
Serial:
Urgency: All

Cheques List \ Count : 218

	Sequence	Serial	Pay Bank	Pay Branch	Currency	Cheque Date	Expected Date	Amount	Payment Method	Urgency
<input type="checkbox"/>	395206	023929	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	8,325.700	Deposit	Inside Ammai
<input type="checkbox"/>	395223	215301	1 CBJ	10 Amman	Jordan Dinar	03/04/2007	01/05/2007	24.291	Deposit	Inside Ammai
<input type="checkbox"/>	395230	216084	1 CBJ	10 Amman	Jordan Dinar	04/04/2007	01/05/2007	25.226	Deposit	Inside Ammai
<input type="checkbox"/>	395246	200001	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	529.311	Deposit	Inside Ammai
<input type="checkbox"/>	395250	173952	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	157.619	Deposit	Inside Ammai
<input type="checkbox"/>	395251	210886	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	23.493	Deposit	Inside Ammai
<input type="checkbox"/>	395264	214102	1 CBJ	10 Amman	Jordan Dinar	28/03/2007	01/05/2007	61.535	Deposit	Inside Ammai
<input type="checkbox"/>	395278	215037	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	15.730	Deposit	Inside Ammai
<input type="checkbox"/>	395282	055125	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	8,359.411	Deposit	Inside Ammai
<input type="checkbox"/>	395284	054971	1 CBJ	10 Amman	Jordan Dinar	26/04/2007	01/05/2007	8,579.675	Deposit	Inside Ammai
<input type="checkbox"/>	395297	198545	1 CBJ	10 Amman	Jordan Dinar	12/02/2007	01/05/2007	37.713	Deposit	Inside Ammai
<input type="checkbox"/>	395298	220835	1 CBJ	10 Amman	Jordan Dinar	22/04/2007	01/05/2007	174.063	Deposit	Inside Ammai
<input type="checkbox"/>	395303	214290	1 CBJ	10 Amman	Jordan Dinar	03/04/2007	01/05/2007	130.184	Deposit	Inside Ammai

Connected 01/05/2007 13:21:15 Reply 01/05/2007 14:30:00

Figure 3-13: Clearing Approval/ Cheque Filter


Click the cheque sequence to view the cheque image and all detailed information of it (Figure 3-14).

[0205] Inward/ Clearing Approval ADMIN

Clearing Approval Clearing List

☐ Check Amount
☐ Account Number
☐ Check image

Cheque Image



023929 1 10 00000131000340 400 8,325.700



Return Cheque


Return Reasons: Difference between check image and data
Note: خطأ في رقم الشيك
Other Reasons:

Cheque Info

Connected 01/05/2007 13:23:16 Reply 01/05/2007 14:30:00

Figure 3-14: Clearing Approval/ cheque image and check list

The only action you can execute from this page is accepting the cheque by clicking the **Approve**  icon or rejecting it by clicking the **Reject**  icon from the **Cheque Information** section. And note that the **Clearing Approval List** appear to you disabled.

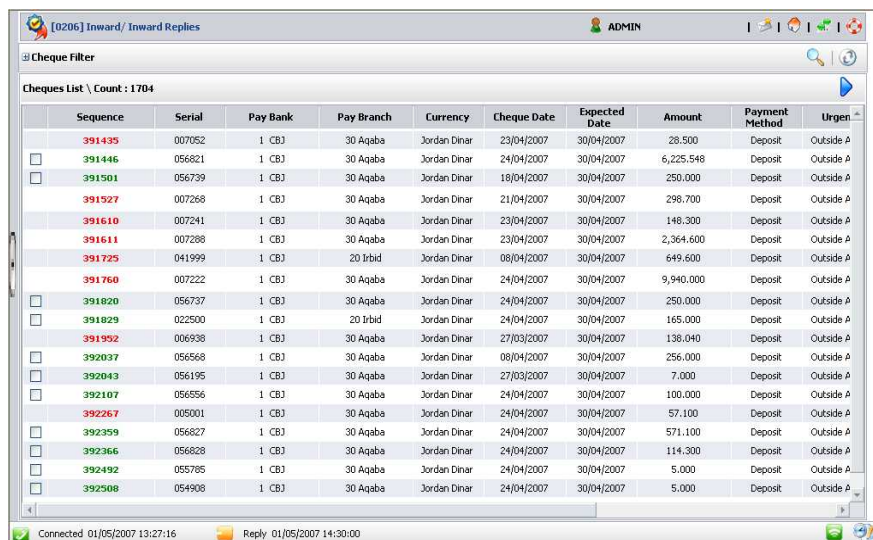
 **Note:** Enabling/ disabling users from accepting/ rejecting cheques from this page are parameterized functions that are set upon the user's need.

3-6 Inward Replies

Menu path: Inward/ Inward Replies

Purpose: This function is used to view all replied cheques; those cheques that are being accepted and rejected by the Pay bank.

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Sequence	Serial	Pay Bank	Pay Branch	Currency	Cheque Date	Expected Date	Amount	Payment Method	Urgen
391435	007052	1 CBJ	30 Aqaba	Jordan Dinar	23/04/2007	30/04/2007	28.500	Deposit	Outside A
391446	056821	1 CBJ	30 Aqaba	Jordan Dinar	24/04/2007	30/04/2007	6,225.548	Deposit	Outside A
391501	056739	1 CBJ	30 Aqaba	Jordan Dinar	18/04/2007	30/04/2007	250.000	Deposit	Outside A
391527	007268	1 CBJ	30 Aqaba	Jordan Dinar	21/04/2007	30/04/2007	298.700	Deposit	Outside A
391610	007241	1 CBJ	30 Aqaba	Jordan Dinar	23/04/2007	30/04/2007	148.300	Deposit	Outside A
391611	007288	1 CBJ	30 Aqaba	Jordan Dinar	23/04/2007	30/04/2007	2,364.600	Deposit	Outside A
391725	041999	1 CBJ	20 Irbid	Jordan Dinar	08/04/2007	30/04/2007	649.600	Deposit	Outside A
391760	007222	1 CBJ	30 Aqaba	Jordan Dinar	24/04/2007	30/04/2007	9,940.000	Deposit	Outside A
391820	056737	1 CBJ	30 Aqaba	Jordan Dinar	24/04/2007	30/04/2007	250.000	Deposit	Outside A
391829	022500	1 CBJ	20 Irbid	Jordan Dinar	24/04/2007	30/04/2007	165.000	Deposit	Outside A
391952	006938	1 CBJ	30 Aqaba	Jordan Dinar	27/03/2007	30/04/2007	138.040	Deposit	Outside A
392037	056568	1 CBJ	30 Aqaba	Jordan Dinar	08/04/2007	30/04/2007	256.000	Deposit	Outside A
392043	056195	1 CBJ	30 Aqaba	Jordan Dinar	27/03/2007	30/04/2007	7.000	Deposit	Outside A
392107	056556	1 CBJ	30 Aqaba	Jordan Dinar	24/04/2007	30/04/2007	100.000	Deposit	Outside A
392267	005001	1 CBJ	30 Aqaba	Jordan Dinar	24/04/2007	30/04/2007	57.100	Deposit	Outside A
392359	056827	1 CBJ	30 Aqaba	Jordan Dinar	24/04/2007	30/04/2007	571.100	Deposit	Outside A
392366	056828	1 CBJ	30 Aqaba	Jordan Dinar	24/04/2007	30/04/2007	114.300	Deposit	Outside A
392492	055785	1 CBJ	30 Aqaba	Jordan Dinar	24/04/2007	30/04/2007	5.000	Deposit	Outside A
392508	054908	1 CBJ	30 Aqaba	Jordan Dinar	24/04/2007	30/04/2007	5.000	Deposit	Outside A

Figure 3-15: Inward Replies

The **Inward Replies** page (Figure 3-15) initially appears to the user displaying all replied cheques; accepted and rejected.

You may refine the cheques display and limit them just to your needs by entering ranges of values in the **Cheque Filter** criteria (Figure 3-16), as explained before.

Click the cheque sequence to view the cheque image and all detailed information of it (Figure 3-17).

[0206] Inward/ Inward Replies ADMIN

Cheque Filter

BFD Bank: All
BFD Branch: All
BFD Account No:
Cheque Date: All
Expected Date: All
Amount: All

Pay Bank: All
Pay Branch: All
Pay Account No:
Sequence:
Serial:
Urgency: All

Cheques List \ Count : 1704

	Sequence	Serial	Pay Bank	Pay Branch	Currency	Cheque Date	Expected Date	Amount	Payment Method	Urgen
<input type="checkbox"/>	391435	007052	1 CBJ	30 Aqaba	Jordan Dinar	23/04/2007	30/04/2007	28.500	Deposit	Outside A
<input type="checkbox"/>	391446	056821	1 CBJ	30 Aqaba	Jordan Dinar	24/04/2007	30/04/2007	6,225.548	Deposit	Outside A
<input type="checkbox"/>	391501	056739	1 CBJ	30 Aqaba	Jordan Dinar	18/04/2007	30/04/2007	250.000	Deposit	Outside A
	391527	007268	1 CBJ	30 Aqaba	Jordan Dinar	21/04/2007	30/04/2007	298.700	Deposit	Outside A
	391610	007241	1 CBJ	30 Aqaba	Jordan Dinar	23/04/2007	30/04/2007	148.300	Deposit	Outside A
	391611	007288	1 CBJ	30 Aqaba	Jordan Dinar	23/04/2007	30/04/2007	2,364.600	Deposit	Outside A
	391725	041999	1 CBJ	20 Irbid	Jordan Dinar	08/04/2007	30/04/2007	649.600	Deposit	Outside A
	391760	007222	1 CBJ	30 Aqaba	Jordan Dinar	24/04/2007	30/04/2007	9,940.000	Deposit	Outside A
<input type="checkbox"/>	391820	056737	1 CBJ	30 Aqaba	Jordan Dinar	24/04/2007	30/04/2007	250.000	Deposit	Outside A
<input type="checkbox"/>	391829	022500	1 CBJ	20 Irbid	Jordan Dinar	24/04/2007	30/04/2007	165.000	Deposit	Outside A
<input type="checkbox"/>	391952	006938	1 CBJ	30 Aqaba	Jordan Dinar	27/03/2007	30/04/2007	138.040	Deposit	Outside A
<input type="checkbox"/>	392037	056568	1 CBJ	30 Aqaba	Jordan Dinar	08/04/2007	30/04/2007	256.000	Deposit	Outside A
<input type="checkbox"/>	392043	056195	1 CBJ	30 Aqaba	Jordan Dinar	27/03/2007	30/04/2007	7.000	Deposit	Outside A

Connected 01/05/2007 13:25:16 Reply 01/05/2007 14:30:00

Figure 3-16: Inward Replies/ cheque filter

[0206] Inward/ Inward Replies ADMIN

Cheque Image

Cheque Image

1678 5 000 12/03/2007

البنك المركزي الأردني / العاقبة
مؤسسة الموالين
٣٥٠ ٢١٥ ٣

إلغاء بموجب هذا الشيك
لاور : مأمور تنفيذ سحب بالاضافة لوظيفته
مبلغ : خمسة الفلوقير لا غير

55785

٥٥٧٨٥ ١ ٣٠ ٠٠٠٠٠٠٣٣١٥٥٠٠٢٠ ٤٠٠ ٥.٥٠٠

Return Cheque

Return Reasons: ACCEPTED
Note:
Other Reasons:
Cheque Info:
Connected 01/05/2007 13:29:16 Reply 01/05/2007 14:30:00

Figure 3-17: Cheque image and information


3-7 Clearing Cheque Printing



Menu path: Inward/ Clearing Cheque Printing


Purpose: This function is used to retrieve cheques from the inward clearing cycle in order to print them out.

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Figure 3-18: Clearing Cheque Printing

In the **Clearing Cheque Printing** page (Figure 3-18) enter the values of the **Cheque Filter** criteria. Select the **Urgency** level, **From Bank** and **To Bank** from the available drop-down lists. Enter the **Session Date** or pick it from the calendar after you click the **Calendar**  icon. Enter the **Amount From – To**, **Account No. From – To**, **Serial From – To**, and **Sequence From – To**. Select the required radio button of the **Order By** options; **Amount**, **Serial**, **Date**, **Reason**, or **Sequence**; the way you want to sort out the reports' output data.

Click the **Search**  icon to get the required data based on the values you have just entered (Figure 3-19). To empty the fields, click the **Clear**  icon.

Now to print out a certain cheque, select the check box of this cheque and click the **Print**  icon.

[0207] Inward/ Clearing Cheque Printing ADMIN

Cheque Filter

Cheque List

<input type="checkbox"/>	Sequence	Serial	Amount	Pay Account No	Pay Bank	Pay Branch	BFD Bank	BFD Branch	Date	Cur
<input type="checkbox"/>	397266	056586	1.000	0000001310002030	CBJ	Amman	JIF	Zarqa	30/04/2007	Jordi
<input type="checkbox"/>	397265	057217	1.000	0000001310002030	CBJ	Amman	JIF	Zarqa	30/04/2007	Jordi
<input type="checkbox"/>	394825	109596	1.450	0000001310001960	CBJ	Amman	JIB	Palestine St./Irbid	05/11/2006	Jordi
<input type="checkbox"/>	393522	056810	2.000	0000003310500020	CBJ	Aqaba	BOJ	Aqaba	23/04/2007	Jordi
<input type="checkbox"/>	397640	307641	2.246	0000001310003250	CBJ	Amman	HBTF	Head Office	30/04/2007	Jordi
<input type="checkbox"/>	394225	056812	2.500	0000003310500020	CBJ	Aqaba	ARAB	Aqaba	23/04/2007	Jordi
<input type="checkbox"/>	393240	116135	3.000	0000001310000030	CBJ	Amman	HBTF	Head Office	25/04/2007	Jordi
<input type="checkbox"/>	393483	054968	3.178	0000001310000410	CBJ	Amman	CAB	Aswaq Alsalam	02/04/2007	Jordi
<input type="checkbox"/>	396791	116215	3.200	0000001310000030	CBJ	Amman	JB	Madaba	30/04/2007	Jordi
<input type="checkbox"/>	395524	045663	3.240	0000001310002050	CBJ	Amman	ARAB	Mahatta	17/04/2007	Jordi
<input type="checkbox"/>	395043	220441	3.440	0000001310003030	CBJ	Amman	JB	ABOULA GHOSHIEH	17/04/2007	Jordi
<input type="checkbox"/>	397747	014218	3.500	0000001310000950	CBJ	Amman	JIB	Altaj	30/04/2007	Jordi
<input type="checkbox"/>	397759	215283	3.500	0000001310003030	CBJ	Amman	JIB	Altaj	30/04/2007	Jordi
<input type="checkbox"/>	397414	007528	3.630	0000001310002230	CBJ	Amman	AUDI	Shmaisani-Head Office	30/04/2007	Jordi
<input type="checkbox"/>	397048	115643	3.900	0000001310000030	CBJ	Amman	JCB	Alabdali	30/04/2007	Jordi
<input type="checkbox"/>	395042	220465	4.021	0000001310003030	CBJ	Amman	JB	ABOULA GHOSHIEH	17/04/2007	Jordi
<input type="checkbox"/>	397154	067453	4.250	0000001310500050	CBJ	Amman	HBTF	Head Office	30/04/2007	Jordi
<input type="checkbox"/>	397197	067472	4.250	0000001310500050	CBJ	Amman	HBTF	Head Office	30/04/2007	Jordi

Connected 01/05/2007 13:31:17 Reply 01/05/2007 14:30:00

Figure 3-19: Clearing Cheque Printing result


3-8 Returned Cheque Printing



Menu path: Inward/ Returned Cheque Printing


Purpose: This function is used to print-out a report of the cheques returned by the Pay bank for the bank internal use. The report will show all information of the cheque in addition to the return reason.

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Figure 3-20: Returned Cheque Printing

In the **Returned Cheque Printing** page (Figure 3-20) enter the values of the **Cheque Filter** criteria. Select the following values from the available drop-down lists; **Urgency**, **From Bank**, **To Bank**, and **To Branch**. Enter the **Session Date** or pick it from the calendar after you click the **Calendar**  icon. Enter the **Amount From – To**, **Account No. From – To**, **Serial From – To**, and **Sequence From – To**. Select the **Reason**; why this cheque was returned, from the drop-down list. Select the **Row Count**, how many cheque records you want to display in a page, from the drop-down list.

Click the **Search**  icon to get the required data based on the values you have just entered. To empty the fields, click the **Clear**  icon.

Now to print out a certain cheque, select the check box of this cheque and click the **Print**  icon.

4. MANAGEMENT

The **PS-ECC Management** module provides different system management capabilities that enable privileged users; usually business managers, to perform the following:

- **Cheque and Batch Lock Monitor:** The functions are used to trace locked cheques and batches, by certain user(s), in order for authorized users to unlock the cheques and free them for the use of other users.
- **Stop Pay Cheques:** This function allows adding (stop) paying cheques or canceling (unstop) paying cheques by a privileged clearing user. When added to a list; a stop pay cheque item gets validated against each item that is posted for clearing between a presenting and a paying bank.
- **Positive Pay:** Those are the cheques accepted immediately, with high priority, by the time they arrive at the Pay bank.
- **Post Dated Cheques:** This function provides management capabilities to post-dated cheques where authorized users can modify cheques posting dates by advancing or delaying them.
- **Forwarded Cheques:** This function enables the user to view forwarded cheques, forwarding them to concerned users, or releasing them in order to let all privileged users see them.

To start you need to select the Management module from the **PS-ECC** main menu (Figure 4-1). Once clicked, the Management menu will be listing all items inside.



Figure 4-1: Management menu

The management module consists of the following functional items;

- **Cheque Lock Monitor**
- **Batch Lock Monitor**
- **Stop Pay**
- **Positive Pay Cheques**
- **Post Dated Cheques**
- **Forwarded Cheques**
- **News**

4-1 Cheque Lock Monitor

Menu path: Management/ Cheque Lock Monitor

Purpose: This function enables an authorized user to view and unlock a locked cheque item.

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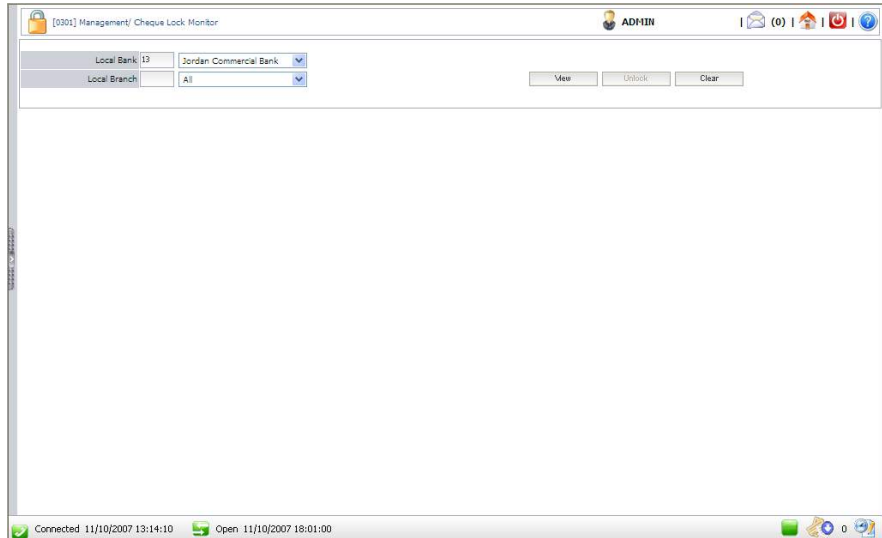


Figure 4-2: *Cheque Lock Monitor*

The **Cheque Lock Monitor** page (Figure 4-2) enables the user to unlock a locked cheque item. All locked cheques will be listed here. The reasons that a cheque may be locked are several; the main reason could be that another user is handling this cheque at this very moment. *And note that the system will never allow more than one user to view and handle the same cheque at the same time. Else the second user will be prohibited and alerted for that.* Other reasons could be due to an electricity power cut or connection down, for example.

Select the **Local Bank** and **Local Branch** from the drop-down lists. Click on **View** in order to display the locked cheques list. Here the **User Name**, **MICR**, **Last Access** date and **Status** (meaning, in which pages the cheques are blocked) will be displayed for all the locked cheques. Next, select the check box(es) of the cheques that are to be unlocked preceded by clicking the **Unlock** button. The locked cheque item(s) are now unlocked. To clear the data, click **Clear**.

4-2 Batch Lock Monitor

Menu path: Management/ Batch Lock Monitor

Purpose: This function enables an authorized user to view and unlock locked batches, which are still in use by certain user(s), to release them for other users.

Page No.: 0302

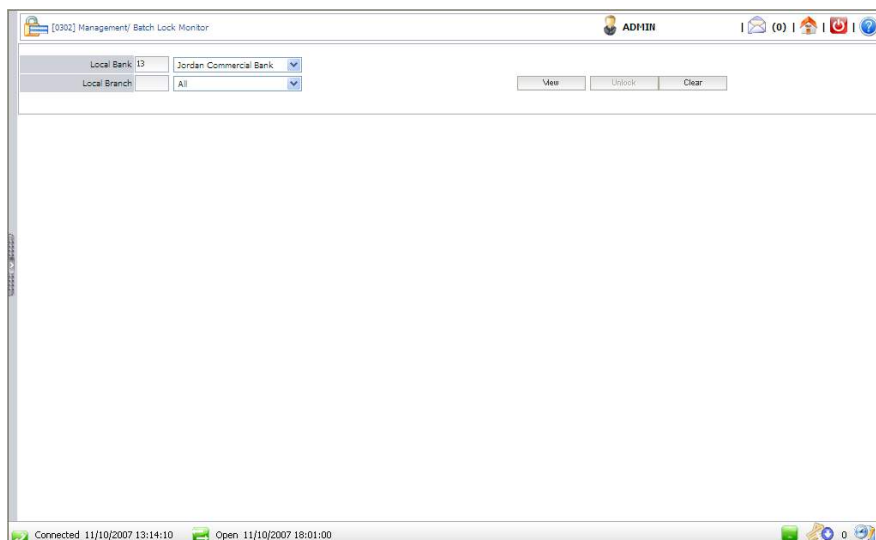


Figure 4-3: Batch Lock Monitor

The **Batch Lock Monitor** page (Figure 4-3) enables the user to unlock a locked batch. All locked batches will be listed here. The reasons that a batch may be locked are several; the main reason could be that another user is working with this batch at this very moment. *And note that the system will never allow more than one user to view and handle the same batch at the same time; else the second user will be prohibited and alerted for that.* Other reasons could be due to an electricity power cut or connection down, for example.

Select the **Local Bank** and **Local Branch** from the drop-down lists. Click on **View** in order to display the locked batches. Here, the **Batch Sequence**, **User Name**, **Account Number**, **Last Accessed** date and **Status** (meaning, in which pages the batches are locked) will be displayed for all the locked batches (Figure 4-4). Next, place a check in the check box(es) of the batches to be unlocked preceded by clicking the **Unlock** button. The locked batch(s) are now unlocked. To clear the data, click **Clear**.

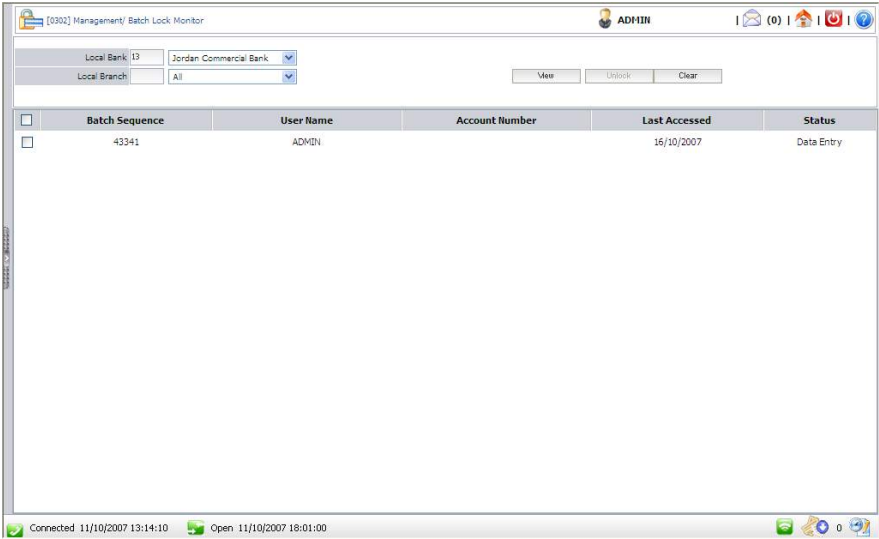


Figure 4-4: *Batch Lock Monitor list*

4-3 Stop Pay Cheques

Menu path: Management/ Stop Pay Cheques

Purpose: This function is used to enable an authorized user to add stop-pay cheques by defining the features of this cheque, view stopped cheques, and unstop stopped cheques, when needed. The stop pay cheque will arrive to the Pay bank; with a flag that draws the user's attention to stop pay the cheque.


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Figure 4-5: *Stop Pay Cheques*

The **Stop Pay Cheques** (Figure 4-5) page allows adding (stop) paying cheques or canceling (unstop) paying cheques by a privileged clearing user. When added to a list; a stop pay cheque gets validated against each cheque that is posted for clearing between a presenting and a paying bank.

To stop a cheque you need to proceed as follows; click the **Stop Pay** button to prompt another page where you will enter information of the cheque(s) you want to stop (Figure 4-6). Select the **Pay Bank** and **Pay Branch** from the available lists. Enter the **Pay Account Number** and the **Cheque Serial From – To**; you want to stop paying.

Note: If you entered different serial numbers from – to, in case of chequebook loss, you will not be allowed to enter the date and amount.

Select the **Cheque Date** from the available calendar by clicking the designated icon  to activate the calendar and pick the date from it. Click the **Stop Cheque** button followed by clicking on **Back** to go back to the Stop Pay Cheques main page. To clear the data click on **Clear**.

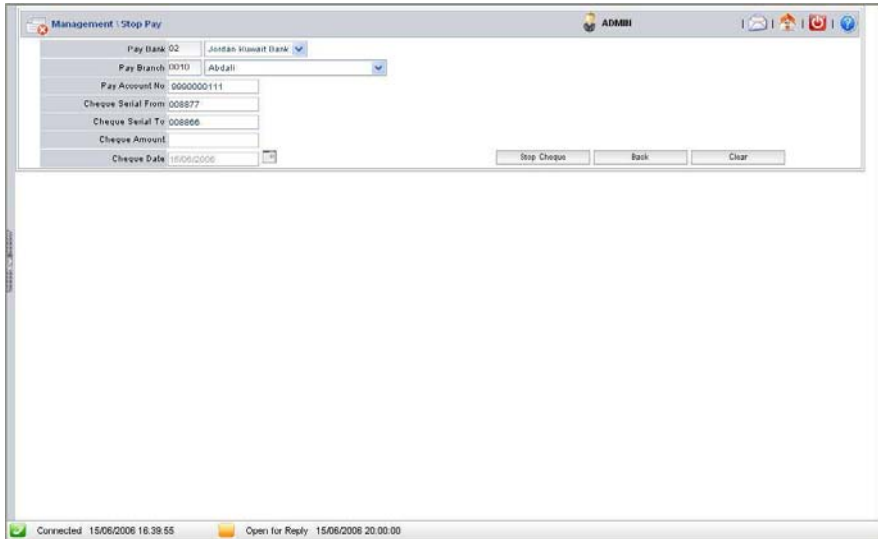



Figure 4-6: Stop Pay Cheques

Now the cheque will be added to the list of stopped cheques. Back to (Figure 4-5), enter the parameters' values as required; **Pay Bank** and **Pay Branch**, **Account Number**, **Serial From – To**, **Cheque Date from – To**, **Amount From – To**. Select the **Row Count**; the number of rows to be displayed in a page. Click **View** to display the list of stopped cheques (Figure 4-7). The following information is displayed for each cheque: **Pay Bank**, **Pay Branch**, **Account Number**, **Serial**, **Amount**, **Cheque Date**, and **Status**. To move on to the next

page of rows click . To unstop cheque(s), select the check box(es) of the required cheque(s) and click **Update**. This will unstop the cheque and remove the cheque from the stopped list and again let it into the clearing process. To blank the entry fields, click on **Clear**.

[0303] Management Stop Pay Cheques ADMIN

Pay Bank: All

Pay Branch:

Account Number:

Serial From:

Cheque Date From:

Amount From:

To:

To:

To:

View Update

Clear Stop Pay

Row Count: 10

	Pay Bank	Pay Branch	Account Number	Serial	Amount	Cheque Date	Status
<input type="checkbox"/>	JKB	Abdali	353535	101010			stopped
<input type="checkbox"/>	JKB	Abdali	353535	101011			stopped
<input type="checkbox"/>	JKB	Abdali	353535	101012			stopped
<input type="checkbox"/>	JKB	Abdali	353535	101013			stopped
<input type="checkbox"/>	JKB	Abdali	353535	101014			stopped
<input type="checkbox"/>	JKB	Abdali	353535	101015			stopped
<input type="checkbox"/>	JKB	Abdali	353535	101016			stopped
<input type="checkbox"/>	JKB	Abdali	353535	101017			stopped
<input type="checkbox"/>	JKB	Abdali	353535	101018			stopped
<input type="checkbox"/>	JKB	Abdali	353535	101019			stopped

Connected 15/06/2006 16:37:34 Open for Reply 15/06/2006 20:00:00

Figure 4-7: Stop Pay Cheques list

4-5 Positive Pay Cheques

Menu path: Management/ Positive Pay Cheques

Purpose: This function is used to add a positive pay cheque. This cheque will be accepted immediately by the time it arrives at the Pay bank. The positive pay cheque will arrive at the Pay bank, with high priority, and with a flag that draws the user's attention to the fact that it is an immediate positive-pay cheque.

Page No.: 0304

Figure 4-8: Positive Pay Cheques

The **Positive Pay Cheques** (Figure 4-8) page enables the user to add positive pay cheques to the list to be accepted for immediate pay through the cheque clearing process.



To positive-pay a cheque you need to proceed as follows; click on the **Positive Pay** button to prompt a new page where you will enter information of the cheque(s) you want to pay (Figure 4-9). Select the Pay **Bank** and **Branch** from the available lists. Enter the pay **Account Number**. Select the **Cheque Date** from the available calendar that will be activated when you click the  icon. Enter the cheque **Serial** that you want to pay. Select the **Currency** of the cheque from the list and enter the total **Amount** of the cheque(s).

Figure 4-9: Positive Pay Cheques

Click **Add Cheque** followed by clicking on **Back** return to the Positive Pay Cheques main page. Click the **Clear** button to empty the fields.

Now the cheque will be added to the positive pay cheques list. Go back to the main page to enter the parameters' values as required; **Pay Bank** and **Branch**, **Account Number**, **Serial From – To**, **Cheque Date From – To**, **Amount From – To**. Select the **Row Count**; the number of rows to be displayed in a page. Click **Generate** to display the list of added cheques (Figure 4-10). The following information is displayed for each cheque: **Pay Bank**, **Pay Branch**, **Account Number**, **Serial**, **Amount**, **Cheque Date**, and **Currency**. To move on to the next

page of rows click . To positive pay cheque(s), place check in the check box(es) of the required cheques and click on **Positive Pay**. To blank the entry fields, click on **Clear**. To delete a cheque from the positive pay list, click on **Delete**.

[0304] Management Positive Pay Cheques

ADMIN

Pay Bank

Jordan Kuwait Bank

Pay Branch

All

Account Number

Serial From

Cheque Date From

01/01/2006

Amount From

0

To

To

15/06/2006

To

50000000

Generate

Cancel

Clear

Positive Pay

Row Count

10

	Pay Bank	Pay Branch	Account Number	Serial	Amount	Cheque
<input type="checkbox"/>	JKB	Abdali	565656	789789	1,000,000.000	11/06/2
<input type="checkbox"/>	JKB	Abdali	321321	505050	50,000.000	12/06/2

Connected 15/06/2006 16:42:15

Open for Reply 15/06/2006 20:00:00

Figure 4-10: Positive Pay Cheques list

4-6 Post Dated Cheques

Menu path: Management/ Post Dated Cheques

Purpose: This function is used to manage the post dated cheques where an authorized user can modify posting dates of cheques by advancing or delaying the dates.

Page No.: 0305

The screenshot shows a web application window titled "[0305] Management/ Post Dated Cheques". The user is logged in as "ADMIN". The interface is divided into several sections for filtering and searching:

- Local Bank:** A dropdown menu showing "Jordan Commercial Bank".
- Local Branch:** A dropdown menu showing "All".
- Pay Bank:** A dropdown menu showing "All".
- BFD Account:** A text input field.
- Cheque Date From / To:** Text input fields with calendar icons.
- Clearing Date From / To:** Text input fields with calendar icons.
- Amount From / To:** Text input fields.
- Serial From / To:** Text input fields.
- Sequence From / To:** Text input fields.

On the right side, there are action buttons: "View", "Delete", "Clear", "Update", and "Return To QA". At the bottom right, a "Row Count" is displayed as "10".

Figure 4-11: Post Dated Cheques

The **Post Dated Cheques** (Figure 4-11) is used to view post-dated cheques, update the posting date for one cheque or more upon request from the beneficiary side, and return post-dated cheques to the quality assurance page; if any correction action is needed.

To start, select the **Local Bank** and **Local Branch**. Enter the **Pay Bank** and **BFD Account**. Select the **Cheque Date From – To** and **Clearing Date From – To**, from the available calendar by clicking the designated icons. Enter the **Amount From – To**, the cheques **Serial From – To**, the cheques **Sequence From – To**. Decide whether you want to display cheques according to **Amount** or **Date** by selecting the appropriate radio button. Click **View** to retrieve the post dated cheques that match with the values you have just entered (Figure 4-12).

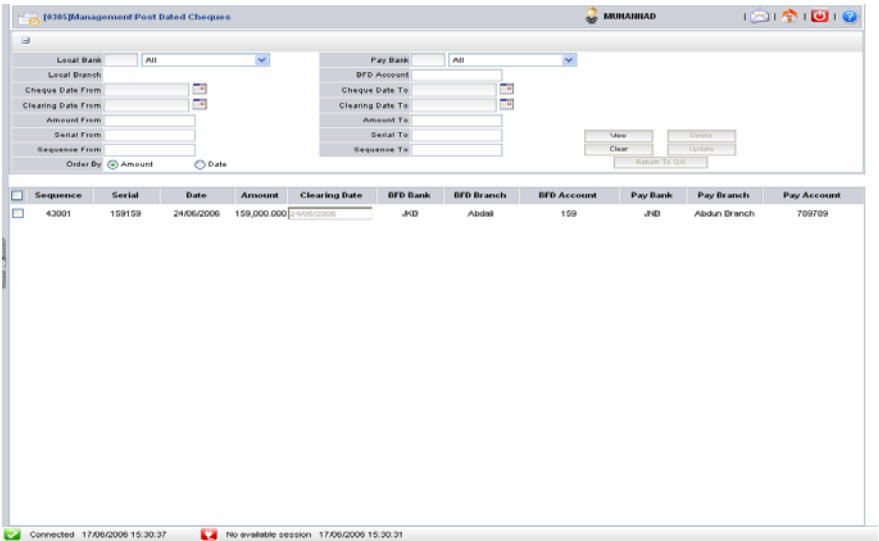


Figure 4-12: Post Dated Cheques list

The following information is displayed for each cheque: **Sequence**, **Serial**, **Date**, **Amount**, **Clearing Date**, **BFD Bank**, **BFD Branch**, **BFD Account**, **Pay Bank**, **Pay Branch**, and **Pay Account**. Right click the *Clearing Date* to activate the calendar tool (Figure 4-13). Select the new date, advance the posting date or delay it, upon client’s request. Click *Update* to reflect the new changes. To clear the entry fields of the upper part of the page, click on *Clear*. To delete a cheque from the post dated list, click on *Delete*. To return a cheque to the quality assurance for validation purposes, place a cheque in the check box of the required cheque and click the *Return to QA* button.

[8185]Management Post Dated Cheques

MUHAMMAD

Local Bank: All

Local Branch:

Cheque Date From:

Cheque Date To:

Clearing Date From:

Clearing Date To:

Amount From:

Amount To:

Serial To:

Sequence To:

Order By: Amount Date

Pay Bank: All

BFD Account:

BFD Branch:

BFD Account:

Pay Bank:

Pay Branch:

Pay Account:

View

Clear

Enter

Update

Return To QA

Sequence	Serial	Date	Amount	Clearing Date	BFD Bank	BFD Branch	BFD Account	Pay Bank	Pay Branch	Pay Account
43001	159159	24/06/2006	159,000.000	24/06/2006	JNB	Abdali	159	JNB	Abdun Branch	769769

June 2006

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Connected: 17/06/2006 15:33:07

No available session: 17/06/2006 15:32:41

Figure 4-13: *Changing posting dates*

4-7 Forwarded Cheques

Menu path: Management/ Forwarded Cheques

Purpose: This function is used to allow an authorized user to view forwarded cheques and send them to the concerned user, or releasing them in order to allow all privileged users to see the cheques.

Page No.: 0306

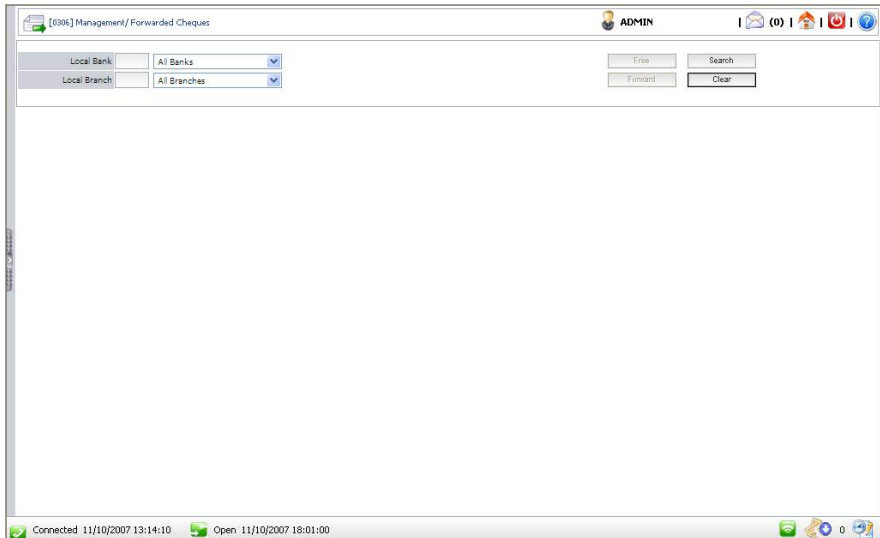


Figure 4-14: *Forwarded Cheques*

The **Forwarded Cheques** (Figure 4-14) page enables you to get help from other users to decide upon certain cheques that you are not sure what proper action should be taken to continue in the clearing cycle; for example: “*shall I approve or reject this cheque*” so you forward the cheque to another user who can give the appropriate action. And note that the cheque is no more available to any user, the minute it is forwarded.

Select the **Local Bank** and **Local Branch** from the available drop-down lists. Click **Search** to get the forwarded cheques list (Figure 4-15). If you decided to change the action and release a forwarded cheque and send it back to its original destination, click on **Free**. Or you may decide to forward the cheque to another acquainted user who can handle the cheque and take the right action to continue in the clearing process, click on **Forward**. To empty the entry fields, click on **Clear**.

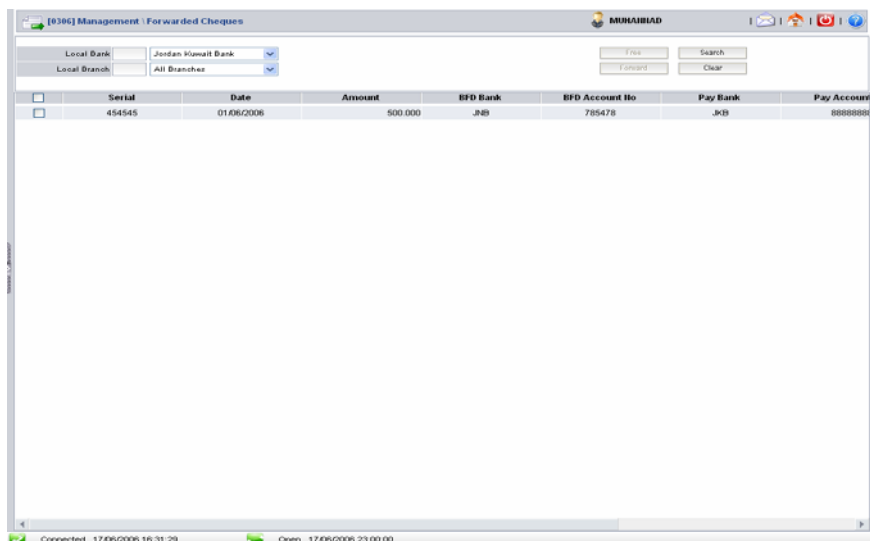



Figure 4-15: Forwarded cheques result

Note: The user can forward a cheque from several Inward Clearing pages (*Technical Clearing, Financial Clearing, or Technical and Financial Clearing*)

by using the **Forward** icon  to select the user name that you would like to forward the cheque to. After you select the user, click on **Forward**. If you want to cancel the process click on **Cancel**. See (Figure 4-16).

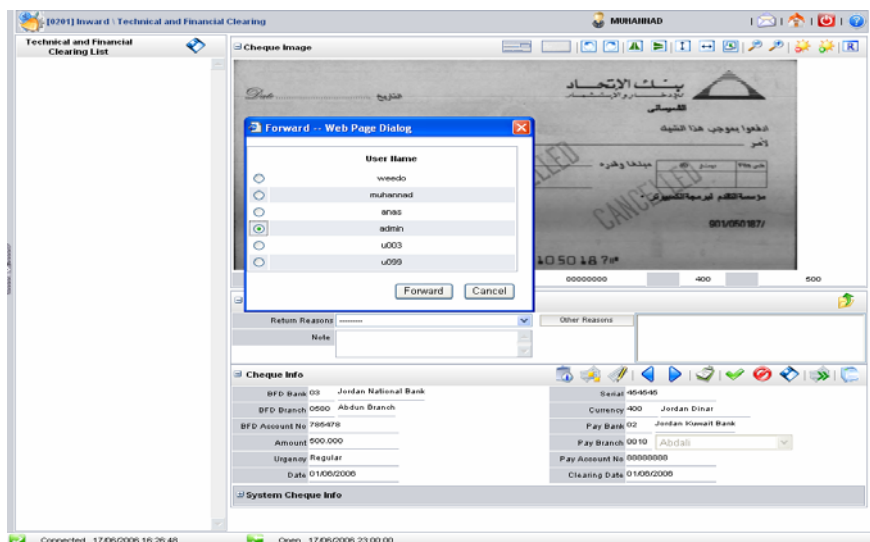


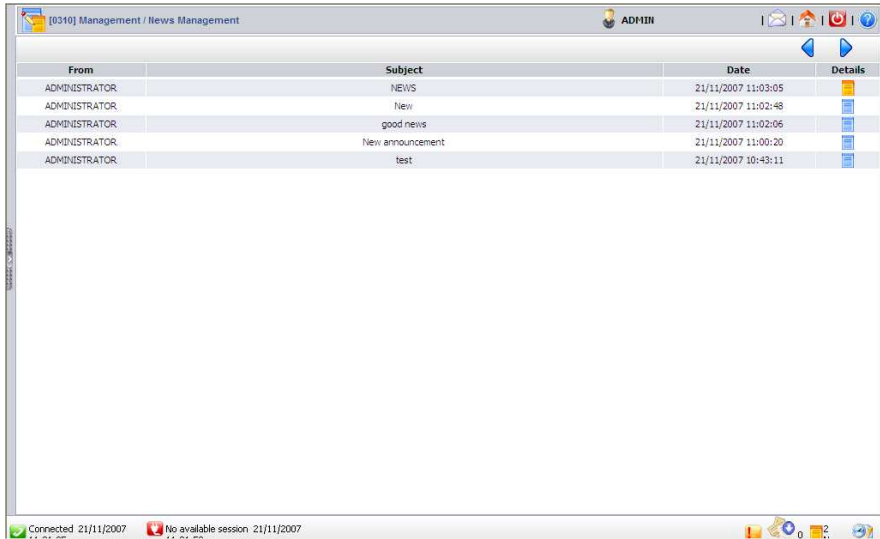
Figure 4-16: Forward a cheque

4-8 News

Menu path: Management/ News Management

Purpose: This program helps the system users know all news being circulated and broadcasted by the Central Bank Unit.

Page No.: 0310



The screenshot shows a web application window titled "[0310] Management / News Management". The user is logged in as "ADMIN". The interface displays a table with the following data:



From	Subject	Date	Details
ADMINISTRATOR	NEWS	21/11/2007 11:03:05	
ADMINISTRATOR	New	21/11/2007 11:02:48	
ADMINISTRATOR	good news	21/11/2007 11:02:06	
ADMINISTRATOR	New announcement	21/11/2007 11:00:20	
ADMINISTRATOR	test	21/11/2007 10:43:11	

At the bottom of the window, there is a status bar showing "Connected 21/11/2007" and "No available session 21/11/2007".

Figure 4-17: News management

The **News** page (Figure 4-17) is allowed for every single user of the system. This function helps all users know the news and information being broadcasted for circulation, by the Central Bank.

The Central Bank may need to announce new commercial banks or branches or new clearing procedures, or broadcast official holidays.

To view any piece of news, all you need is a single click on the **Today News**  icon of the required news' record and you will get a new window where you can go through the details of the news (Figure 4-18). Once the news is read the flickering **Today News** icon will turn into blue .

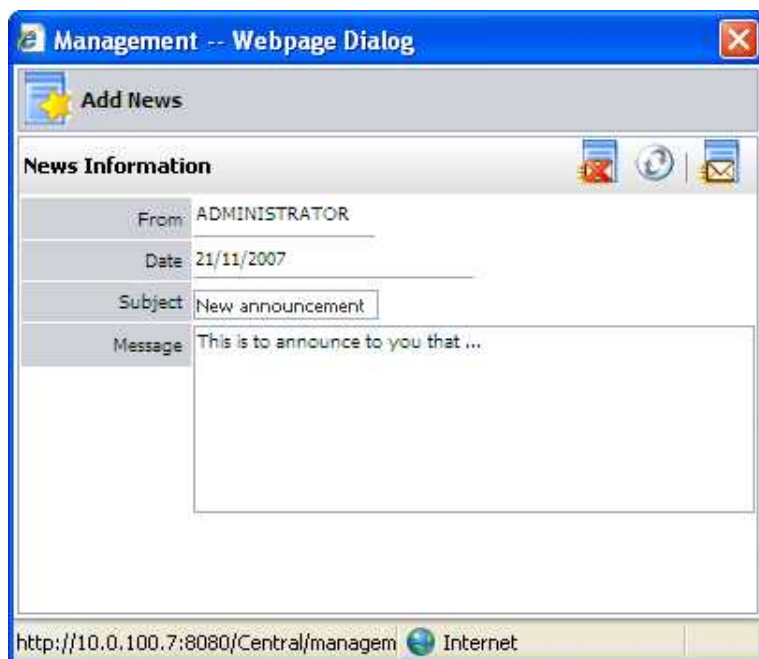


Figure 4-18: *Reading the news*

5. MONITORING

The **PS-ECC Monitoring** is a mechanism for the administrator to monitor services/ system behavior and control the system ins and outs. If the communication line between any two banks is down or if the communication line has been halted for some reason or other. The administrator should always make sure that the communication traffic is running by checking through the functions of the Monitoring module.

By using this module the administrator may control the following items:

1. Checkout the line connection between the commercial banks and the Central Bank from one side and between the commercial banks one another from the other side.
2. Monitor the users who are currently logged on to the system.
3. Monitor every cheque being processed through the Outward Clearing and Inward Clearing transactions.
4. Monitor the cheques being processed in the Scan page.

To start you need to click the Monitoring module from the **PS-ECC** main menu (Figure 5-1). Once clicked, the Management menu will be listing all items inside; which are **Line Monitor**, **Activity Monitor**, **System Monitor**, and **Scan Monitor**.



Figure 5-1: Monitoring menu

5-1 Line Monitor

Menu path: Monitoring/ Line Monitor

Purpose: This function enables the administrator to monitor the communication line between the bank and the Central Bank as well as the other commercial banks.

Page No.: 0401

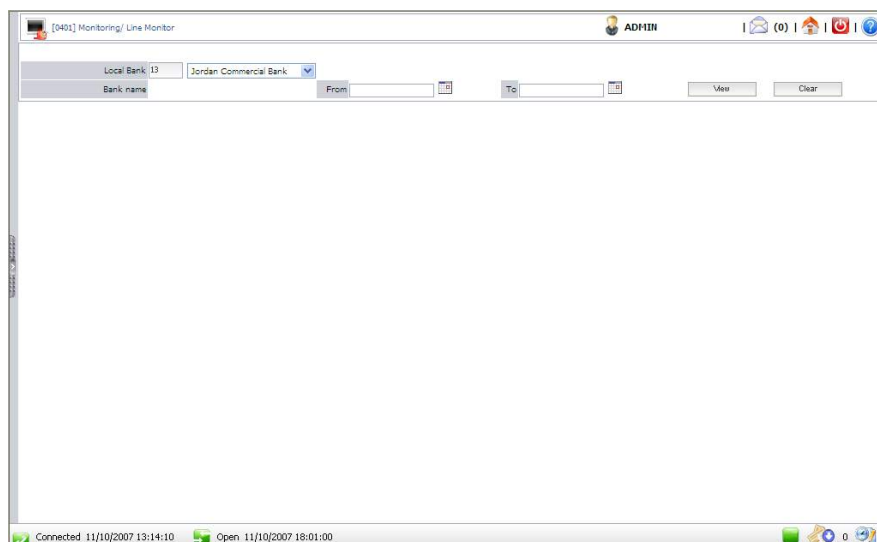



Figure 5-2: Line Monitor

The **Line Monitor** page (Figure 5-2) helps the user continually monitor any communication that takes place between the BFD and the Pay bank from one side and between the bank and the ECCU of the Central Bank from the other side.

Select the **Local Bank** from the available drop-down list. Select the **Date From – To** by clicking the **Calendar**  icon and pick the required dates of the period you want to cover. Click on **View** so as to display the communication status for the mentioned period (Figure 5-3). For each bank the **Dates From – To** and the **Status** of connection are displayed.

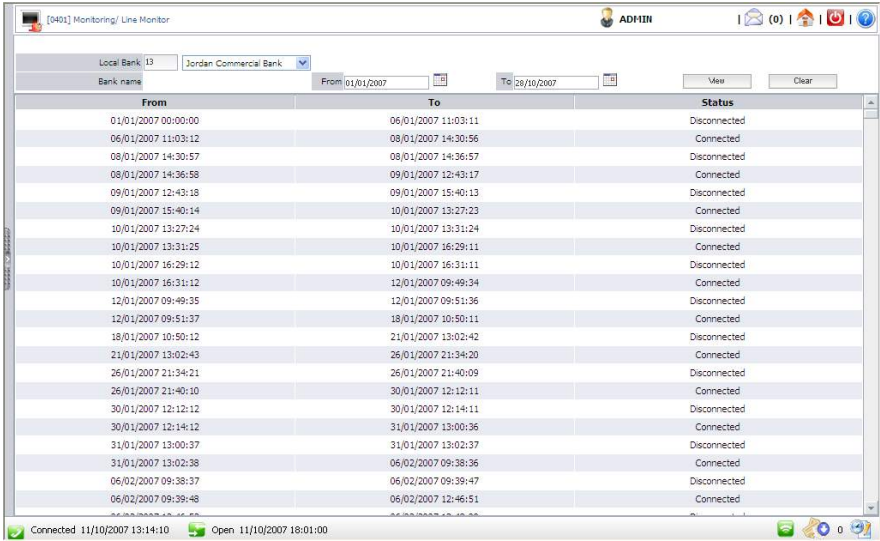


Figure 5-3: Line Monitor status

5-2 Activity Monitor

Menu path: Monitoring/ Activity Monitor

Purpose: This function helps the administrator know the users who are currently logged on to the system. Sometimes the administrator may intervene to log out a user from the system for a reason or another.

Page No.: 0402

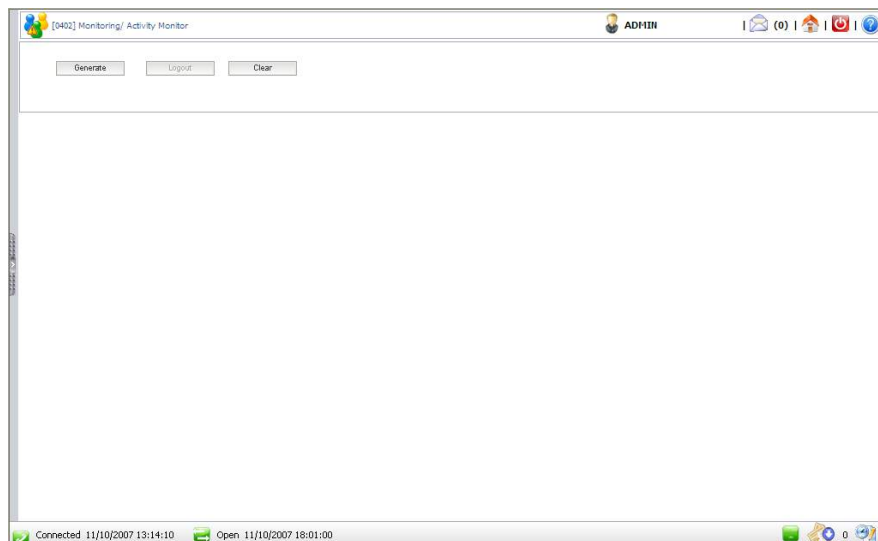


Figure 5-4: Activity Monitor

Working with the **Activity Monitor** page (Figure 5-4) goes as simple as clicking the **Generate** button. All logged on users will appear in form of records showing the following information for each: **User Name**, **Workstation IP Address**, **Login Date/ Time** (Figure 5-5).

To Logout a certain user, place a check in the check box before the username to enable the Logout button. Click on the **Logout** button and the user is now logged out of the system. To clear the records, click on **Clear**.

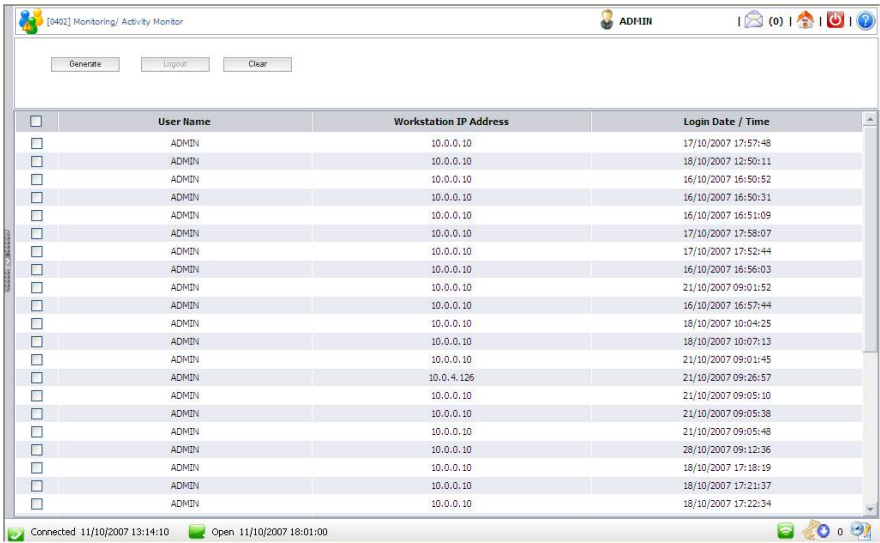


Figure 5-5: Activity Monitor result

5-3 System Monitor

Menu path: Monitoring/ System Monitor

Purpose: This function helps the administrator inquire information about the number of cheques inside each page of the system, and the status of each cheque.

Page No.: 0403

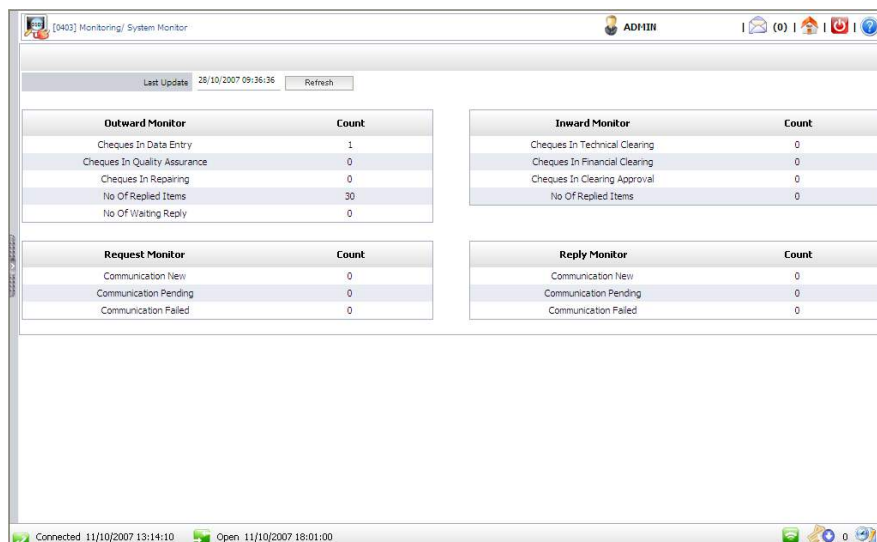


Figure 5-6: System Monitor

As you can see in the **System Monitor** page (Figure 5-6) all you need to do here is clicking the **Refresh** button to update the very recent status of the cheques. Date and time of **Last Update** will appear after refreshing the database and the status of the cheques that are being processed will appear in the following areas; *Inward, Outward, Request and Reply*, too.

The following table illustrates the cheques status and the indication of each:

Cheque Status	Description
Replied Items	Replying to cheques that have been received by the BFD and the Pay banks.
Waiting Reply	Cheques that have been sent to the Pay bank, but are still waiting for a reply from the bank.
Communication New	A request to send a cheque has just been issued from the BFD Bank, but the cheque has not reached the ECCU and the Pay bank yet.

Communication Pending	The communication services are still trying to send the cheque to the ECCU, until they reach the maximum number of retries.
Communication Failed	The communication services have reached the maximum number of retries, and they failed to send the cheque to the ECCU, so the cheque status is now “Communication Failed”.

5-4 Scan Monitor

Menu path: Monitoring/ Scan Monitor

Purpose: This function helps the administrator view existing batches in the scan page and all cheques inside it that are being processed.

Page No.: 0405

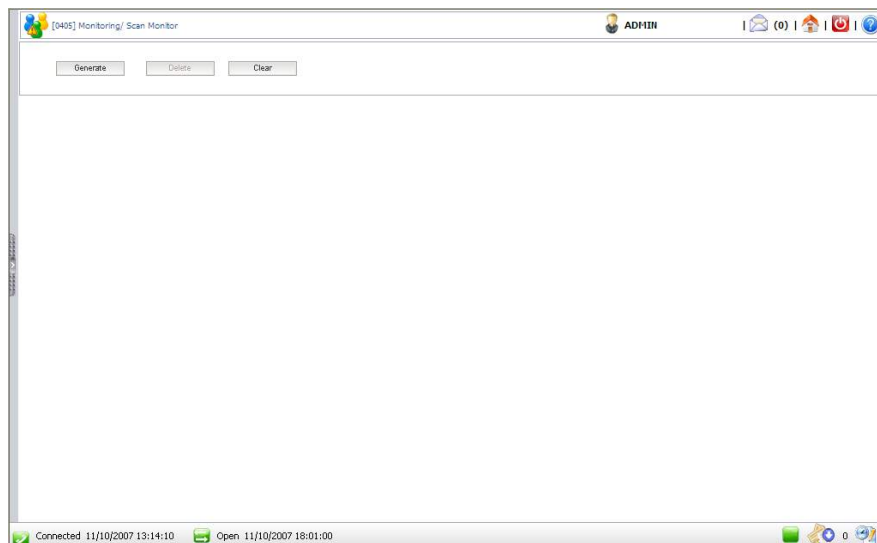


Figure 5-7: Scan Monitor

Working with the **Scan Monitor** page (Figure 5-7) goes as simple as clicking the **Generate** button. All batches will appear in form of records showing the following information for each: **Batch Sequence, Scan Date, User, Total Count** (Figure 5-8).

To delete a batch and all cheques inside; that might be pending or such, all you need to do is selecting the check box of the required batch and click the button **Delete**. To clear the page retrieved results, click on **Clear**.

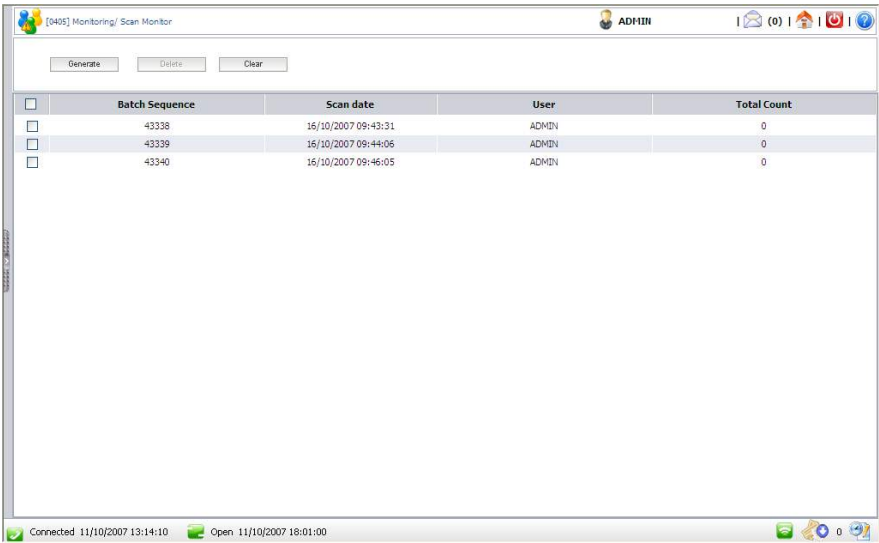



Figure 5-8: *Scan Monitor result*

6. REPORTS

The **PS-ECC Report** module (Figure 6-1), using a rich reporting system, enables the user to generate reports by specifying certain parameters and entering specific search values to compile and format the **PS-ECC** reports to display data upon users' needs. The reports may not be enough to satisfy actual requirements of the bank, for this reason an excellent function is provided to help authorized users create and build new reports, upon business needs, using the Report Manager function. Users may output the reports in multiple formats from which he can choose the one appeals to his desire; softcopy, printout in form of hard copy or in form of Excel sheet.

The reports are categorized into three parts:

- Outward Reports
- Inward Reports
- Jasper Reports (Appendix 5)
- General reports

The Outward and Inward reports are expanded once you click the icon  to display the sub-items (Figure 6-2).

To start you need to click the Report module from the **PS-ECC** main menu. The Reports menu will be expanded to show all items inside.



Figure 6-1: Reports menu

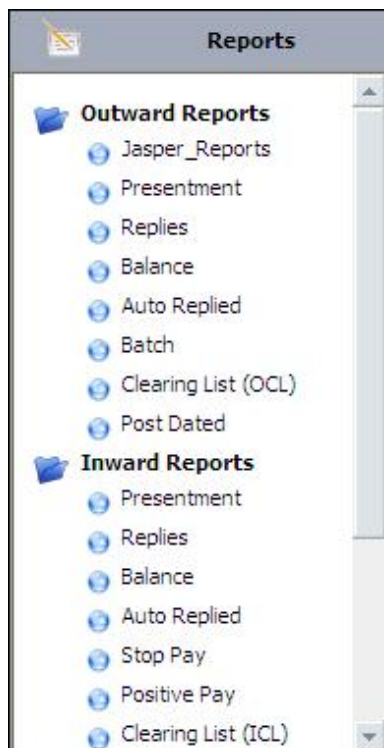


Figure 6-2: *Output and Input reports*

6-1 Outward Presentment Report

Menu path: Reports/ Outward Reports/ Outward Presentment Report

Purpose: This report provides the user with detailed information about the outward presented cheques of the BFD bank to Pay banks. The cheques are still waiting for replies from the Central Bank.

Page No.: 0501

The screenshot shows a web application window titled "[0501] Reports/ Presentment". The user is logged in as "ADMIN". The form contains the following elements:

- From Bank:** A dropdown menu set to "All Banks".
- To Bank:** A dropdown menu set to "All Banks".
- Currency:** A dropdown menu set to "Jordan Dinar".
- From Branch:** A dropdown menu set to "All Branches".
- Session Date:** A date picker icon.
- Order By:** Radio buttons for "Amount" (selected), "Serial", "Date", "Status", and "Sequence".
- Buttons:** "Generate", "Clear", "Print", and "Excel".
- Status Bar:** Shows "Connected 01/05/2007 13:43:18" and "Reply 01/05/2007 14:30:00".

Figure 6-3: Outward Presentment report

The **Outward Presentment Report** (Figure 6-3). Select the **From Bank**; that is the BFD bank, **To Bank**; that is the Pay bank, **From Branch**; that is the BFD branch, and the cheques' **Currency** from the available lists. Select the **Session Date** from the *Calendar* that is activated when you click the icon . Select the required radio button of the **Order By** options; **Amount**, **Serial**, **Date**, **Status**, or **Sequence**; the way you want to sort out the reports' output data.

Click on **Generate** to display the report data. To clear the entry fields, click on **Clear**. To get a printed copy of the report, click on **Print**. To open the report data in form of an Excel page, click on **Excel**.

6-2 Outward Replies Report

Menu path: Reports/ Outward Reports/ Outward Replies Report

Purpose: This report provides the user with information about the replied cheques that have been received from a certain Pay bank or all Pay banks.


Page No.: 0502

The screenshot shows a web application window titled "[0502] Reports/ Replies". The user is logged in as "ADMIN". The form contains the following fields and controls:

- From Bank:** A dropdown menu with "All Banks" selected.
- To Bank:** A dropdown menu with "All Banks" selected.
- Currency:** A dropdown menu with "Jordan Dinar" selected.
- From Branch:** A dropdown menu with "All Branches" selected.
- Reply Date From:** A date field with "01/05/2007" entered.
- Reply Date To:** A date field with "01/05/2007" entered.
- Session Date:** A date field with "01/05/2007" entered.
- Order By:** A group of radio buttons with "Amount" selected, and "Serial", "Date", "Reason", and "Sequence" as other options.
- Buttons:** "Generate", "Clear", "Print", and "Excel".

The status bar at the bottom of the window displays "Connected 01/05/2007 13:45:18" and "Reply 01/05/2007 14:30:00".

Figure 6-4: *Outward Replies report*

The **Outward Replies Report** (Figure 6-4). Select the **From Bank**; that is the Pay bank, **To Bank**; that is the BFD bank, **From Branch**; that is the Pay branch, and the cheques' **Currency** from the available drop-down lists. Enter the **Reply Date From - To** by clicking the  icon to activate the calendar and select the required dates from it. Select the **Session Date** from the available calendar. Select the required radio button of the **Order By** options; **Amount**, **Serial**, **Date**, **Reason**, or **Sequence**; the way you want to sort out the reports' output data.

Click on **Generate** to display the report data. To clear the entry fields, click on **Clear**. To get a printed copy of the report, click on **Print**. To open the report data in form of an Excel page, click on **Excel**.

6-3 Outward Balance Report

Menu path: Reports/ Outward Reports/ Outward Balance Report

Purpose: This report provides the user with summary information about the outward clearing balance of the bank.

Page No.: 0503

The screenshot displays a web-based form for generating an Outward Balance Report. The form is titled "[0503] Reports/ Balance" and includes a user profile "ADMIN" in the top right corner. The form fields are as follows:

- From Bank:** A dropdown menu set to "All Banks".
- To Bank:** A dropdown menu set to "All Banks".
- Currency:** A dropdown menu set to "400 Jordan Dinar".
- From Branch:** A dropdown menu set to "All Branches".
- Session Date:** A date picker set to "01/05/2007".
- Order By:** A set of radio buttons with "Amount" selected, and options for "Serial", "Date", "Reason/Status", and "Sequence".

On the right side of the form, there are four buttons: "Generate", "Clear", "Print", and "Excel". The bottom status bar indicates a successful connection on "01/05/2007 13:47:18" and a reply on "01/05/2007 14:30:00".

Figure 6-5: *Outward Balance report*

The **Outward Balance Report** (Figure 6-5). Select the **From Bank**; that is the BFD bank, **To Bank**; that is the Pay bank, **From Branch**; that is the BFD branch, and the cheques' **Currency** from the available drop-down lists. Select the **Session Date** from the calendar provided. Select the required radio button of the **Order By** options; **Amount**, **Serial**, **Date**, **Reason/Status**, or **Sequence**; the way you want to sort out the reports' output data.

Click on **Generate** to display the report data. To clear the entry fields, click on **Clear**. To get a printed copy of the report, click on **Print**. To open the report data in form of an Excel page, click on **Excel**.

6-4 Outward Auto Reply Report

Menu path: Reports/ Outward Reports/ Outward Auto Reply Report

Purpose: This report provides the user with information about the outward cheques that have been replied to automatically. The replies come from the ECCU after the official reply time, from the Pay bank, is elapsed.

Page No.: 0504

Figure 6-6: Outward Auto Reply report

The **Outward Auto Reply Report** (Figure 6-6). Select the **From Bank**; that is the Pay bank, **To Bank**; that is the BFD bank, **From Branch**; that is the Pay branch, the cheques' **Currency**, and the **Reasons List** from the available drop-down lists. Select the **Reply Date From - To** by clicking the *Calendar* icon. Enter the **Session Sequence From – To**. Select the **Session Date** from the available calendar. Select the required radio button of the **Order By** options; **Amount**, **Serial**, **Date**, **Reason**, or **Sequence**; the way you want to sort out the reports' output data.

Click on *Generate* to display the report data. To clear the entry fields, click on *Clear*. To get a printed copy of the report, click on *Print*. To open the report data in form of an Excel page, click on *Excel*.

6-5 Batch Report


Menu path: Reports/ Outward Reports/ Batch Report

Purpose: This report provides the user with detailed information about the cheques batches.

Page No.: 0505

The screenshot shows the 'Batch Report' form. At the top, it says '[0505] Reports/ Batch' and 'ADMIN'. Below this is a 'Batches Filter' section. It includes two dropdown menus for 'BFD Bank' (set to 'All Banks') and 'BFD Branch' (set to 'All Branches'). There are buttons for 'Generate', 'Clear', 'Print', and 'Excel'. The form is divided into several sections for data entry: 'Reference No. From' and 'To', 'Total Count From' and 'To', 'Amount From' and 'To', 'Batch Date' (01/05/2007) with a calendar icon, 'BFD Account From' and 'To', 'Sequence From' and 'To'. There are radio buttons for 'Payment Method' (Deposit, Cash, All) and 'Order By' (Amount, Sequence, Batch Date). On the right, there are dropdown menus for 'Status' (All Statuses), 'Currency' (All), 'Urgency' (All), 'Max Records' (10), and 'Created By' (All Users). At the bottom, it shows 'Connected 01/05/2007 13:49:18' and 'Reply 01/05/2007 14:30:00'.

Figure 6-7: Batch report

The **Batch Report** (Figure 6-7). Select the **BFD Bank** and the **BFD Branch** from the available drop-down lists. Enter the **Reference No. From – To**, **Total Count No. From – To**, **Amount From – To**. Enter the **Batch Date From –To** by clicking the **Calendar**  icon to activate the calendar and select the required dates from it. Enter the **BFD Account From – To**, **Sequence From – To**. Select the **Status**, **Currency**, **Urgency**, **Max. Records**, **Created By** from the available drop-down lists. Select the required radio button of the **Payment Method** options; **Deposit**, **Cash**, **All**; based on what payment method you want to output the report's data. Select the required radio button of the **Order By** options; **Amount**, **Sequence**, **Batch Date**; the way you want to sort out the reports' output data.

Click on **Generate** to display the report output data. To clear the entry fields, click on **Clear**. To get a printed copy of the report, click on **Print**. To open the report data in form of Excel page, click on **Excel**.

6-6 Outward Clearing List Report

Menu path: Reports/ Outward Reports/ Outward Clearing List Report

Purpose: This report is used at the early stages of operating the **PS-ECC**; during the parallel run between the manual clearing system and the electronic clearing system at the bank.

Page No.: 0506

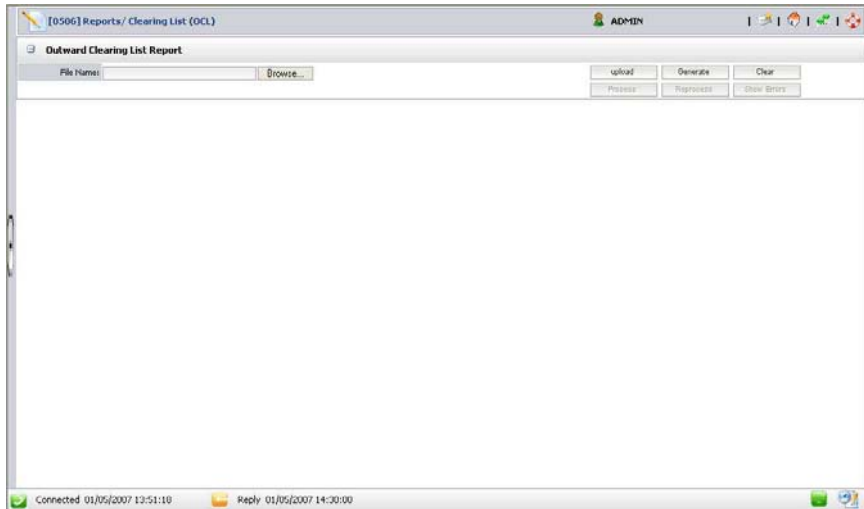


Figure 6-8: *Outward Clearing List report*

The **Outward Clearing List Report** (Figure 6-8). After the user enters the data of the daily manual clearing system of the bank and scanning and storing the cheque images using the **PS-ECC**, the user has to extract the manual data into the **PS-ECC** to be processed to the data entry and from it to the quality assurance to go into the very normal clearing cycle and work flow of the **PS-ECC**.

Click **Browse** to extract the file that has the manual data. Click **Upload** to transfer the file to the **PS-ECC**. Click **Process** to start converting and processing the data into the **PS-ECC**. In case the processing was interrupted because of errors occurrence; click **Show Errors** to view a log file of the errors that cut the operation. To resume, click **Reprocess** and to clear the entry field, click **Clear**.

6-7 Post Dated Report

Menu path: Reports/ Outward Reports/ Post Dated Report

Purpose: This report provides the user with detailed information about the post dated cheques that are retrieved from the Database of the BFD bank. The post dated cheques are kept at the BFD bank till the due date (posting date) of each, on which a complete transaction will be settled for the concerned cheques.

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Figure 6-9: Post Dated report

The **Post Dated Report** (Figure 6-9). Select the **Local Bank**; that is the BFD bank, the **Local Branch**; that is the BFD branch, and the **Pay Bank** from the available lists. Enter the **BFD Account**. Select the **Cheque Date From – To** and the **Clearing Date From – To**, from the available *Calendar* . Enter the cheques **Amount From – To**, **Serial From – To**, and **Sequence From – To**. Select the required radio button of the **Order By** options; **Amount**, **Date**; the way you want to sort out the reports' output data.

Click on **View** to generate and display the report data. To clear the entry fields, click on **Clear**. To get a printed copy of the report, click on **Print**.

6-8 Inward Presentment Report

Menu Path: Reports/ Inward Reports/ Inward Presentment Report

Purpose: This report provides the user with detailed information about the inward presented cheques to the Pay bank from to BFD bank. The cheques are shown with their final status being accepted or rejected.

Page No.: 0508

The screenshot shows a web application window titled "[0508] Reports/ Presentment". The user is logged in as "ADMIN". The form contains the following elements:

- From Bank:** A dropdown menu set to "All Banks".
- To Bank:** A dropdown menu set to "All Banks".
- Currency:** A text field with "400" and a dropdown menu set to "Jordan Dinar".
- To Branch:** A dropdown menu set to "All Branches".
- Session Date:** A date picker set to "01/05/2007".
- Order By:** Radio buttons for "Amount" (selected), "Serial", "Date", "Status", and "Sequence".
- Buttons:** "Generate", "Clear", "Print", and "Excel".

At the bottom of the window, there is a status bar showing "Connected 01/05/2007 13:53:19" and "Reply 01/05/2007 14:30:00".

Figure 6-10: Inward Presentment report

The **Inward Presentment Report** (Figure 6-10). Select the **From Bank**; that is the Pay bank, **To Bank**; that is the BFD bank, **From Branch**; that is the Pay branch, and the cheques' **Currency** from the available drop-down lists. Select the **Session Date** from the available *Calendar* . Select the required radio button of the **Order By** options; **Amount**, **Serial**, **Date**, **Status**, or **Sequence**, the way you want to sort out the reports' output data.

Click on **Generate** to display the report data. To clear the entry fields, click on **Clear**. To get a printed copy of the report, click on **Print**. To open the report data in form of an Excel page, click on **Excel**.

6-9 Inward Replies Report

Menu Path: Reports/ Inward Reports/ Inward Replies Report

Purpose: This report provides the user with information about the replied cheques that have been received from a certain BFD bank or all BFD banks.


Page No.: 0509

The screenshot shows a web-based form for generating an 'Inward Replies Report'. The form is titled '[0509] Reports/ Replies' and is accessed by a user named 'ADMIN'. The form contains several input fields and buttons:

- From Bank:** A dropdown menu set to 'All Banks'.
- To Bank:** A dropdown menu set to 'All Banks'.
- Currency:** A dropdown menu set to 'Jordan Dinar'.
- Reply Date From:** A date field set to '01/05/2007'.
- To:** A date field set to '01/05/2007'.
- Session Date:** A date field set to '01/05/2007'.
- Order By:** Radio buttons for 'Amount' (selected), 'Serial', 'Date', 'Reason', and 'Sequence'.
- Buttons:** 'Generate', 'Clear', 'Print', and 'Excel'.

The status bar at the bottom indicates 'Connected 01/05/2007 13:53:19' and 'Reply 01/05/2007 14:30:00'.

Figure 6-11: *Inward Replies report*

The **Inward Replies Report** (Figure 6-11). Select the **From Bank**; that is the Pay bank, **To Bank**; that is the BFD bank, **From Branch**; that is the Pay branch, and the cheques **Currency** from the available drop-down lists. Select the **Reply Date From - To** from that calendar that will be activated once you click the **Calendar**  icon. Select the **Session Date** from the available calendar. Select the required radio button of the **Order By** options; **Amount**, **Serial**, **Date**, **Reason**, or **Sequence**, the way you want to sort out the reports' output data.

Click on **Generate** to display the report data. To clear the entry fields, click on **Clear**. To get a printed copy of the report, click on **Print**. To open the report data in form of an Excel page, click on **Excel**.

6-10 Inward Balance Report


Menu path: Reports/ Inward Reports/ Inward Balance Report

Purpose: This report provides the user with summary information about the inward clearing balance of the bank.

Page No.: 0510

The screenshot shows a web-based application window titled "[0510] Reports/ Balance". The window has a header bar with a user icon and the name "ADMIN". Below the header, there are several input fields and buttons. The "From Bank" field is set to "All Banks", the "To Bank" field is set to "All Banks", and the "Currency" field is set to "Jordan Dinar". The "To Branch" field is set to "All Branches". The "Session Date" field is set to "01/05/2007". The "Order By" field has five radio buttons: "Amount" (selected), "Serial", "Date", "Status", and "Sequence". There are four buttons: "Generate", "Clear", "Print", and "Excel". The status bar at the bottom shows "Connected 01/05/2007 13:53:19" and "Reply 01/05/2007 14:30:00".

Figure 6-12: *Inward Balance report*

The **Inward Balance Report** (Figure 6-12). Select the **From Bank**; that is the Pay bank, **To Bank**; that is the BFD bank, **From Branch**; that is the Pay branch, and the cheques' **Currency** from the available drop-down lists. Select the **Session Date** after you click the **Calendar**  icon. Select the required radio button of the **Order By** options; **Amount**, **Serial**, **Date**, **Status**, or **Sequence**; the way you want to sort out the reports' output data.

Click on **Generate** to display the report data. To clear the entry fields, click on **Clear**. To get a printed copy of the report, click on **Print**. To open the report data in form of an Excel page, click on **Excel**.

6-11 Inward Auto Reply Report


Menu path: Reports/ Inward Reports/ Inward Auto Reply Report

Purpose: This report provides the user with information about the inward cheques that have been replied to automatically. The replies come from the ECCU after the official reply time, from the Pay bank, is elapsed.

Page No.: 0511

The screenshot displays the 'Inward Auto Reply Report' interface. At the top, the title bar reads '[0511] Reports/ Auto Replied' and the user is logged in as 'ADMIN'. The form contains several dropdown menus and text fields for filtering data: 'From Bank' (All Banks), 'To Bank' (All Banks), 'Currency' (400 Jordan Dinar), 'To Branch' (All Branches), 'Reasons List' (All), 'Reply Date From' (01/05/2007), 'Session Sequence From', 'Session Date' (01/05/2007), and 'Order By' (radio buttons for Amount, Serial, Date, Reason, Sequence). On the right side, there are buttons for 'Generate', 'Clear', 'Print', and 'Excel'. The bottom status bar indicates a successful connection at 01/05/2007 13:55:19 and a reply time of 01/05/2007 14:30:00.

Figure 6-13: Inward Auto Reply report

The **Inward Auto Reply Report** (Figure 6-13). Select the **From Bank**; that is the BFD bank, **To Bank**; that is the Pay bank, **From Branch**; that is the BFD branch, and the cheques' **Currency** from the available drop-down lists. Select the **Session Date** after you click the *Calendar*  icon. Select the required radio button of the **Order By** options; **Amount**, **Serial**, **Date**, **Status**, or **Sequence**; the way you want to sort out the reports' output data.

Click on **Generate** to display the report data. To clear the entry fields, click on **Clear**. To get a printed copy of the report, click on **Print**. To open the report data in form of an Excel page, click on **Excel**.

6-12 Stop Pay Report

Menu path: Reports/ Inward Reports/ Stop Pay Report

Purpose: This report provides the user with information about all stop-paid cheques.


Page No.: 0512

The screenshot displays a web application window for generating a 'Stop Pay' report. The window title is '[0512] Reports/ Stop Pay'. The user is logged in as 'ADMIN'. The form includes the following elements:

- Pay Bank:** A dropdown menu currently showing 'Central Bank Of Jordan'.
- Pay Branch:** A dropdown menu currently showing 'Amman'.
- Account Number:** A text input field.
- Serial From:** A text input field.
- Cheque Date From:** A text input field with a calendar icon for date selection.
- Amount From:** A text input field.
- To:** Three text input fields corresponding to 'Serial', 'Cheque Date', and 'Amount'.
- Buttons:** 'Generate', 'Print', and 'Clear' buttons are located on the right side of the form.
- Row Count:** A dropdown menu set to '10'.

The status bar at the bottom indicates the system is 'Connected 01/05/2007 13:55:19' and shows a 'Reply 01/05/2007 14:30:00'.

Figure 6-14: Stop Pay report

The **Stop Pay Report** (Figure 6-14). Select the **Pay Bank** and the **Pay Branch** from the available drop-down lists. Enter the **Account Number** and the **Serial From – To**. Select the **Cheque Date From – To** from the available *Calendar* , and finally enter the **Amount From – To**. Select the **Row Count** of the report data that you would like to display in a page.

Click on ***Generate*** to display the report data. To clear the entry fields, click on ***Clear***. To get a printed copy of the report, click on ***Print***.

6-13 Positive Pay Report

Menu path: Reports/ Inward Reports/ Positive Pay Report

Purpose: This report provides the user with information about all positive pay cheques that have been issued to ECC clearing during a certain period of time.

Page No.: 0513

The screenshot displays a web-based form for generating a Positive Pay Report. The form is titled "[0513] Reports/ Positive Pay" and is accessed by a user named "ADMIN". The form includes several input fields for filtering the report: "Pay Bank" (set to "Central Bank Of Jordan"), "Pay Branch" (set to "Amman"), "Account Number", "Serial From", "Cheque Date From", "Amount From", and corresponding "To" fields. There are also buttons for "View", "Print", and "Clear". A "Row Count" dropdown is set to 10. The status bar at the bottom shows "Connected 01/05/2007 13:55:19" and "Reply 01/05/2007 14:30:00".

Figure 6-15: Positive Pay report

The **Positive Pay Report** (Figure 6-15). Select the **Pay Bank** and the **Pay Branch** from the available drop-down lists. Enter the **Account Number** and the **Serial From – To**. Select the **Cheque Date From – To** by clicking the *Calendar* icon to pick the required dates, and finally enter the **Amount From – To**. Select the **Row Count** of the report data that you want to display in a page.

Click on *Generate* to display the report data. To clear the entry fields, click on *Clear*. To get a printed copy of the report, click on *Print*.

6-14 Inward Clearing List Report

Menu path: Reports/ Inward Reports/ Inward Clearing List Report

Purpose: This report provides the user with an out-put text file that has all cheques; accepted and rejected, that arrived to the bank after the session is finished. This out put text is provided on a certain ICL date and in specific currency type.

Page No.: 0514

Figure 6-16: *Inward Clearing List report*

The **Inward Clearing List Report** (Figure 6-16). Select the **ICL Date** from the available calendar and select the **Currency** type from the drop-down list.

Click on **Generate** to retrieve the report data. To clear the fields, click on **Clear**.

6-15 Master Exchange Query


Menu path: Reports/ Master Exchange Query

Purpose: This report provides the user with information about different types of cheques that are being retrieved from the master database. The cheques are categorized into two groups according to their direction; outward cheques and inward cheques.

Page No.: 0515

The screenshot shows a web-based application window titled "[0515] Reports/ Master Exchange Query". The user is logged in as "ADMIN". The interface is divided into several sections for data entry and filtering. At the top, there are dropdown menus for "BFD Bank" (set to "All Banks"), "BFD Branch" (set to "All Branches"), "Pay Bank" (set to "All Banks"), and "Pay Branch" (set to "All Branches"). Below these are buttons for "Generate", "Clear", "Print", and "Excel". The main section contains multiple rows of input fields: "Sin Sequence From" and "Sin Sequence To" (with a calendar icon), "Sin Date From" and "Sin Date To" (set to "01/05/2007"), "Cheque Date From" and "Cheque Date To" (with a calendar icon), "Clearing Date From" and "Clearing Date To" (set to "01/05/2007"), "Expected Date From" and "Expected Date To" (set to "01/05/2007"), "Amount From" and "Amount To", "Pay Account No.", "BFD Account No.", "Sequence From" and "Sequence To", "Cheque Serial", and "Payment" (set to "All"). To the right of these fields are more dropdown menus: "Currency" (set to "All"), "Status" (set to "All Statuses"), "Reason From" and "Reason To" (both set to "Select"), "Urgency" (set to "Select"), "Max. Records" (set to "100"), "Order By" (set to "Sequence"), and "Direction" (set to "Inward"). At the bottom of the window, a status bar shows "Connected 01/05/2007 13:59:19" and "Reply 01/05/2007 14:30:00".

Figure 6-17: Master Exchange Query report

The **Cheques Exchange Query** (Figure 6-17). Select the **BFD Bank**, **BFD Branch**, **Pay Bank** and **Pay Branch** from the available drop-down lists. Enter the **Session Sequence From – To**. Select the **Session Date From – To**, **Cheque Date From – To**, **Clearing Date From – To**, **Expected Date From – To** from the available calendar that will be activated once you click the **Calendar**  icon. Enter the **Amount From – To**, **Pay Account No.**, **BFD Account No.**, **Sequence From – To**, and **Cheque Serial**. Select the **Payment** method from the drop-down list. Select the **Status**, **Reason From – To**, **Urgency** level, **Max. number of Records**, **Order By** and **Direction** from the available drop-down lists of each.

Click on **Generate** to display the report data. To clear the entry fields, click on **Clear**. To get a printed copy of the report, click on **Print**. To open the report data in form of an Excel page, click on **Excel**.

6-16 History Exchange Query

Menu path: Reports/ History Exchange Query

Purpose: This report provides the user with information about deleted cheques and history cheques that are being retrieved from the history database. The cheques are categorized into two groups according to their direction; outward cheques and inward cheques.

Page No.: 0509

Figure 6-18: History Exchange Query report

The **History Exchange Query** (Figure 6-18). Select the **BFD Bank**, **BFD Branch**, **Pay Bank** and **Pay Branch** from the available drop-down lists. Enter the **Session Sequence From – To**. Select the **Session Date From – To**, **Cheque Date From – To**, **Clearing Date From – To**, **Expected Date From – To** from the available calendar that will be activated once you click the **Calendar** icon. Enter the **Amount From – To**, **Pay Account No.**, **BFD Account No.**, **Sequence From – To**, and **Cheque Serial**. Select the **Payment** method from the drop-down list. Select the **Status**, **Reason From – To**, **Urgency** level, **Max.** number of **Records**, **Order By** and **Direction** from the available drop-down lists of each.

Click on **Generate** to display the report data. To clear the entry fields, click on **Clear**. To get a printed copy of the report, click on **Print**. To open the report data in form of an Excel page, click on **Excel**.

6-17 Sessions


Menu path: Reports/ Sessions

Purpose: This report provides the user with information about the running sessions during a certain period of time.

Page No.: 0518

The screenshot shows a web application window titled "[0518] Reports/ Sessions". The user is logged in as "ADMIN". The interface includes a form with two date pickers: "Session Date From" and "To", both set to "01/05/2007". To the right of these fields are three buttons: "Generate", "Print", and "Clear". The main content area is currently empty. At the bottom of the window, a status bar displays "Connected 01/05/2007 14:01:19" and "Reply 01/05/2007 14:30:00".

Figure 6-19: Sessions report

The **Sessions Report** (Figure 6-19). Select the **Session Date From – To** or click the **Calendar**  icon to activate the calendar and select the required dates from it.

Click on **Generate** to display the report output data. To clear the entry fields, click on **Clear**. To get a printed copy of the report, click on **Print**.

6-18 Report Manager

Menu path: Reports/ Report Manager

Purpose: This report is provided to enable the user to add new reports that emerge from insistent business needs. The report is added by defining SQL statement and save it to be executed and run once upon request.

Page No.: 0519

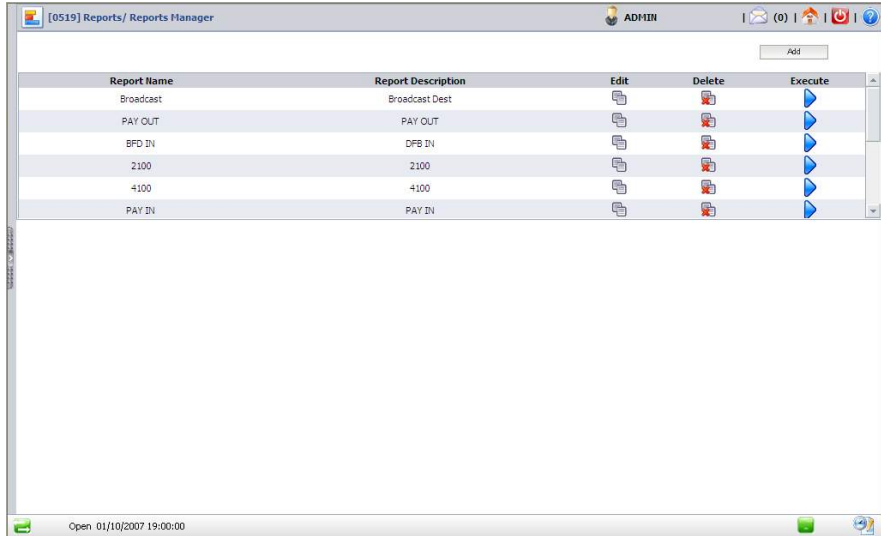



Figure 6-20: Report Manager

The **Report Manager** (Figure 6-20) is used when the user needs to inquire about information that is not represented in any of the Reports module.

The following are the steps to execute and run this report:

- 1- Click on **Add** (Figure 6-21)
- 2- Enter the **Report Name** and **Description**.
- 3- Enter the **SQL Statement** to compile and recall the data.
- 4- Click on **Test** to test the SQL statement you've just inserted and make sure it works successfully, and in such a case you will get a message "Report test succeeded. Again see (Figure 6-21).
- 5- Click on **Save** to save the new report.
- 6- Click on **Back** to go back to the report main page where you will find the new report, you've just added.
- 7- Click the **Execute**  icon of this report to run it and view the real output of it.

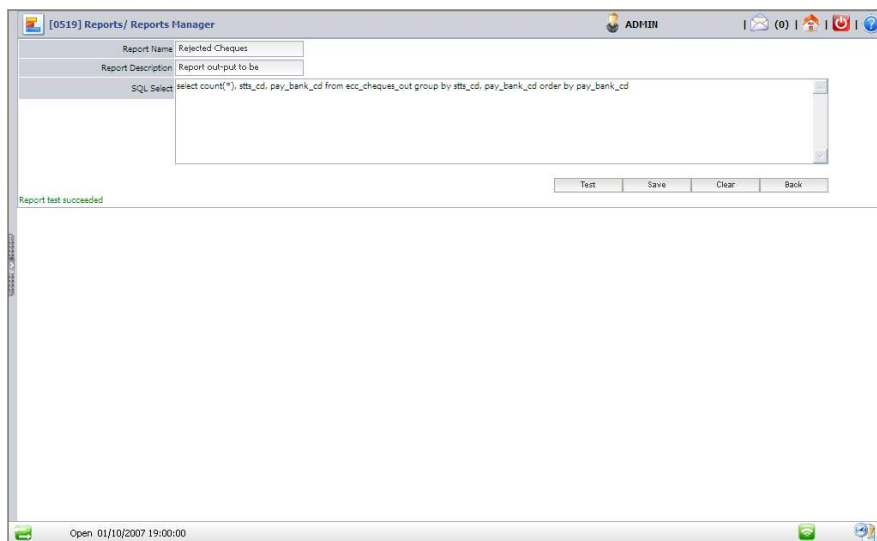




Figure 6-21: Report Manager/ Add Report

To delete a report click **Delete**  icon of it. To edit the information of a certain report, click the **Edit**  icon of it and you will get a new page where you can update the required information.

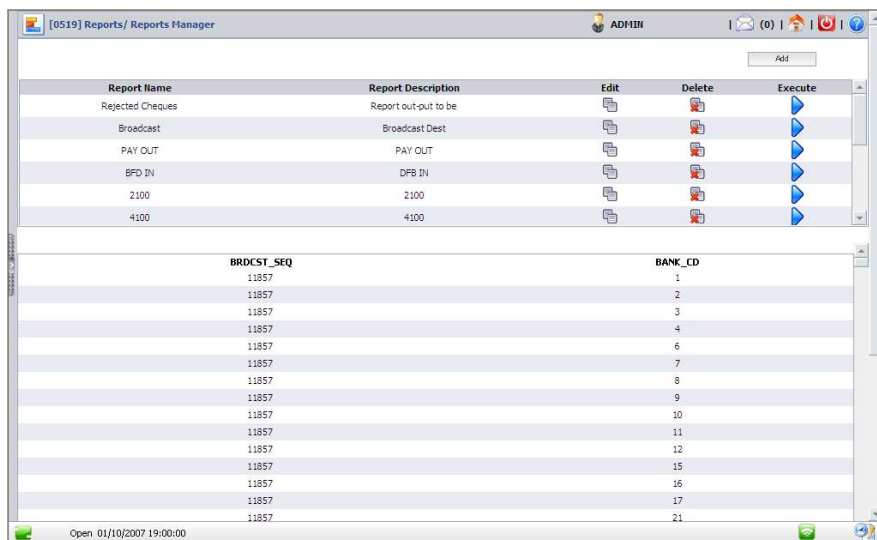


Figure 6-22: Report Manager/ run report


6-19 Presentment Summary

Menu path: Reports/ Presentment Summary

Purpose: This report is designed to provide the user with summary information about all cheques presented to the Pay bank. Both PFD and Pay banks can inquiry about the status and result of the outward and inward presented cheques.

Page No.: 0521

Figure 6-23: *Presentment Summary*

From the **Presentment Summary** report (page 6-23) select the **Bank** name from the drop-down list. Click the calendar icon  to pick the **Session Date**. Select the **Currency** from the drop-down list. Click on **View** to generate and display the report data. To clear the entry fields, click on **Clear**. To get a printed copy of the report, click on **Print**.

7. CONFIGURATION

The **Configuration** module of the **PS-ECC** is all about the process of setting up certain functions and parameters of the application program. The **PS-ECC** system is completely configurable, permitting the administrator/ and certain authorized users to set up and parameterize the system upon banks and users business requirements and needs. The Configuration items are easily configured by the administrator users as well as the end users; for certain items of the system. The **PS-ECC** system is primarily installed and configured with prime items such as; *banks, branches, parameters, and labels configuration*. The administrator user has higher privileges to view, edit, update, and add specific items upon request and in accordance with special protocols that control and steer the system proper operation. The end user is allowed to set up specific functional items such as; *user preferences and user password*.

To start you need to select the Configuration module from the **PS-ECC** main menu (Figure 7-1). Once clicked, the Configuration menu will be listing all items inside.



Figure 7-1: Configuration menu

7-1 Banks

Menu path: Configuration/ Banks

Purpose: This function enables the administrator to view/edit information of all commercial banks; added to the system by the Central Bank.

Page No.: 0601




Bank Code	Bank Name	Active	Bank Base URL	Bank Short Name	Settling bank code	Tel
10	Arab Bank	Active	http://	ARAB	0	
24	Arab Banking Corporation	Active	http://	ABC	0	
17	Arab Jordan Investment Bank	Active	http://	AJIB	0	
47	Audi Bank	Active	http://	AUDI	0	
999	Auto Bank	Active	http://	AUTO	0	
4	Bank Of Jordan	Active	http://	BOJ	0	
46	Banque De Liban Et D'Outre Mer	Active	http://	BLOM	0	
9	Cairo Amman Bank	Active	http://	CAB	0	
1	Central Bank Of Jordan	Active	http://192.168.0.237	CBJ	999	
16	Citibank	Active	http://	CTI	0	
8	Egyptian Arab Land Bank	Active	http://	EALB	0	
0	Electronic Cheque Clearing Unit	Active	http://192.168.0.237	ECCU	999	
42	Export And Finance Bank	Active	http://	EFB	0	
6	Housing Bank For Trade And Finance	Active	http://	HBTF	0	
7	Hsbc Bank Middle East	Active	http://	HSBC	0	
44	Islamic International Arab Bank	Active	http://	IAB	0	
13	Jordan Commercial Bank	Active	http://	JCB	0	
21	Jordan Investment And Finance Bank	Active	http://	JIF	0	
11	Jordan Islamic Bank	Active	http://	JIB	0	
2	Jordan Kuwait Bank	Active	http://192.168.0.237	JKB	999	
3	Jordan National Bank	Active	http://192.168.0.237	JNB	999	
45	National Bank Of Kuwait	Active	http://	NBK	0	
33	Philadelphia Investment Bank	Active	http://	PHIL	0	

Figure 7-2: Banks

The **Banks** page (Figure 7-2) is used when the user wishes to update banks information. The page appears to you displaying the following information about each of the banks added to the system; **Bank Code**, **Bank Name**, **Active flag**, **Bank Base URL**, **Bank Short Name**, **Settling Bank Code**, **Telephone Number**, **Address**, and **Max Age (months)**.

Scroll the page to the right to view the Edit and Delete icons and the rest of the page information.

To edit and update information of any bank, click the **Edit**  icon of it and you will get a new page (Figure 7-3) where you can edit the required information. Once you are done click **Update** to reflect the new changes into the system database. To cancel the changes, click **Cancel**.

Configurations | Banks UASMA

Bank Code	10	Bank Name	Arab Bank	Bank Short Name	ARAB
Bank Base URL	http://	Active	Active	Max age (Months)	61
Address		Telephone number	962-6-0000000		
Owner Bank	Arab Bank	Settling bank code			

Bank Foreign Names

English	Arab Bank
Arabic	بنك العرب

Update Cancel

Connected 01/06/2006 11:50:26 Open 01/06/2006 12:30:00

Figure 7-3: Edit bank information

7-2 Branches

Menu path: Configuration/ Branches

Purpose: This function enables the administrator to view/edit information of all branches; added to the system by the Central Bank.


Page No.: 0602



Bank Code	Branch Code	Branch Name
31	500	Aledara Elamnah
31	1040	Algardens
31	1020	Almadeneh
31	501	Alwasata Office
31	1030	Alwehdar
31	5010	Aqaba
31	1010	Head Office/Shmairani
31	3010	Irbid
31	1011	Jebel Amman
31	1080	Macca St.
31	1060	Marka
31	3011	Naqd Husun Office
31	4010	Ramtha
31	1070	Serafeh Unit
31	1050	Sirafeyeh
31	2010	Zerqa
31	111111	test

Figure 7-4: Branches

The **Branches** page (Figure 7-4) is used when the user wishes to update branches information. The page displays the following information **Bank Code**, **Branch Code**, and **Branch Name**.

To edit and update information of any branch, click the *Edit*  icon of it and you will get a new page (Figure 7-5) where you can edit the required information. Once you are done click *Update* to reflect the new changes into the system database. To cancel the changes, click *Cancel*.

Configurations \ Branches

UASMA

Bank name: Jordan Kuwait Bank

Branch Code: 10

Branch Name: الكويت

Branch Foreign Names

English: Abdali

Arabic: الكويت

Update Cancel

Connected 01/06/2006 11:58:29

Open 01/06/2006 12:30:00

Figure 7-5: *Edit branch information*

7-3 Check List

Menu path: Configuration/ Check List

Purpose: This function enables the administrator to add new check list items or to edit/ delete existing items.

Page No.: 0603

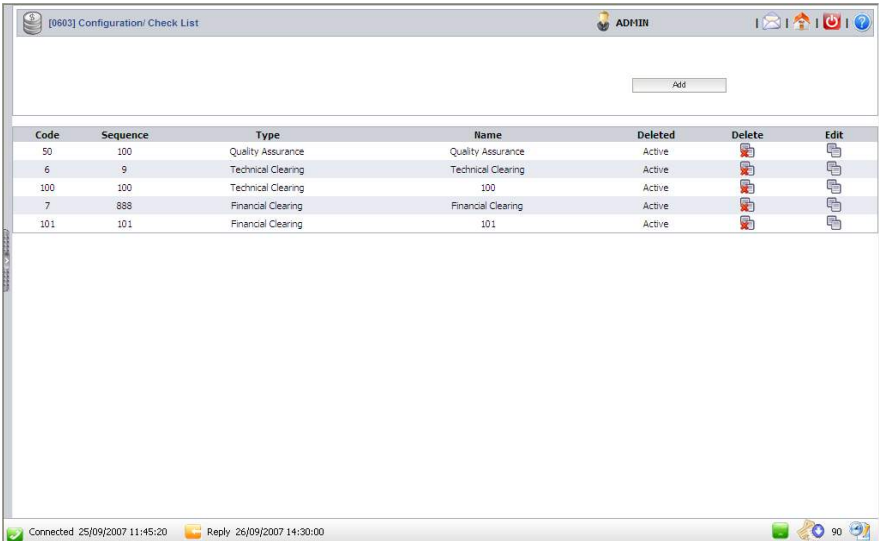



Figure 7-6: Check list

The **Check List** is a list of items that users should systematically verify while implementing the *Quality Assurance*, *Technical Clearing*, and *Financial Clearing* functions, to make sure of conformity of all items of the check list with the cheque items and conditions to be processed successfully.

To start adding a new item to the check list, click **Add**, found on the upper right of the page (Figure 7-6). You will get a new page (Figure 7-7) to enter all information of the new check list item. Now proceed by entering the item **Code**, **Sequence**; this is a unique number or an identifier of the order by which the item will appear to the user and will be stored in the database. Select the **Status** from the small drop-down list that contains two choices; *active* or *idle*. Select the **Type** of the *Check List*; e.g *Quality Assurance*, *Technical Clearing* or *Financial Clearing*. Enter the **English Name** of the item. In the **Checklist Foreign Name** section; enter the **English** and **Arabic** names of the new item. Once you are done click **Add** to save the entries or **Cancel** to cancel them. Now the record of the newly added item will be displayed with the other items in the main page of the Check List.


The screenshot shows a software window titled "Configurations > Check List" with a "UASMA" logo in the top right. The window contains several input fields: "Code" with value "000", "Sequence" with value "10", "Status" with a dropdown menu set to "Active", "Type" with a dropdown menu set to "Technical Cleaning", and "English Name" with value "MICR is not clear". Below these fields is a section titled "Check List Foreign Names" containing "English" and "Arabic" labels, both with the value "MICR is not clear". At the bottom right of this section are "Add" and "Cancel" buttons. The status bar at the bottom shows "Connected 01/06/2006 12:22:36" and "Open 01/06/2006 12:30:00".


Figure 7-7: Add new check list item


To edit and update information of any item, after you save it, click **Edit**  to get a new page (Figure 7-8) where you can edit the required information. Once you are done click on **Update** to reflect the new changes into the system database. To cancel the changes, click **Cancel**.

The screenshot shows the same "Configurations > Check List" window, but with different values. The "Code" field is "1", "Sequence" is "1", "Status" is "Active", "Type" is "Quality Assurance", and "English Name" is "Cheque amount in da". The "Check List Foreign Names" section shows "English" and "Arabic" labels, both with the value "Cheque amount in da". At the bottom right of this section are "Update" and "Cancel" buttons. The status bar at the bottom shows "Connected 01/06/2006 12:24:37" and "Open 01/06/2006 12:30:00".

Figure 7-8: Edit check list item information

If you want to delete an item, click the **Delete**  icon of it. A pop-up alert message “*Are You Sure You Want to Delete the Item?*” will appear to you to confirm the deletion action. Click **OK** to confirm or **Cancel** to cancel.

 **Note:** When you delete a check list item, it will not disappear from the list, but it will be disabled with a *deleted* status.

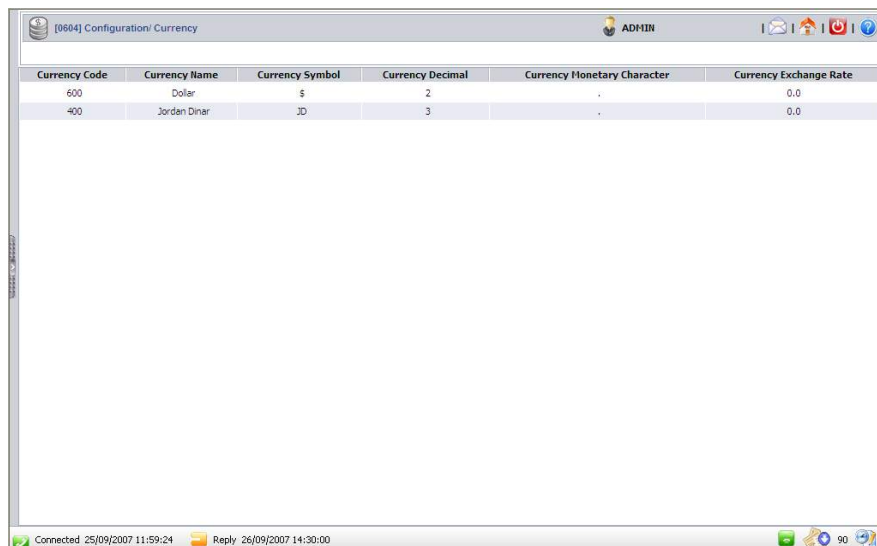
 **Note:** If the item is *deleted* and you want to restore it (active), click on **Edit** then change the status of the item by selecting *not deleted* from the drop-down list.

7-4 Currency

Menu path: Configuration/ Currency

Purpose: This function enables the administrator to view authorized currencies in which cheques will be paid out, in the clearance process, through the **PS-ECC** system.

Page No.: 0604



Currency Code	Currency Name	Currency Symbol	Currency Decimal	Currency Monetary Character	Currency Exchange Rate
600	Dollar	\$	2	.	0.0
400	Jordan Dinar	JD	3	.	0.0

Figure 7-9: Currency

The sole purpose of this page is to allow users to view existing currencies added to the system in order to process cheques of these currencies through the **PS-ECC** transactions.

The **Currency** page (Figure 7-9) displays the following information: **Currency Code**, **Currency Name**, **Currency Symbol**, **Currency Decimal**, **Currency Monetary Character**, and **Currency Exchange Rate**.

7-5 Holidays

Menu path: Configuration/ Holidays

Purpose: This function is designed to enable the system users to view official and national holidays.

Page No.: 0605

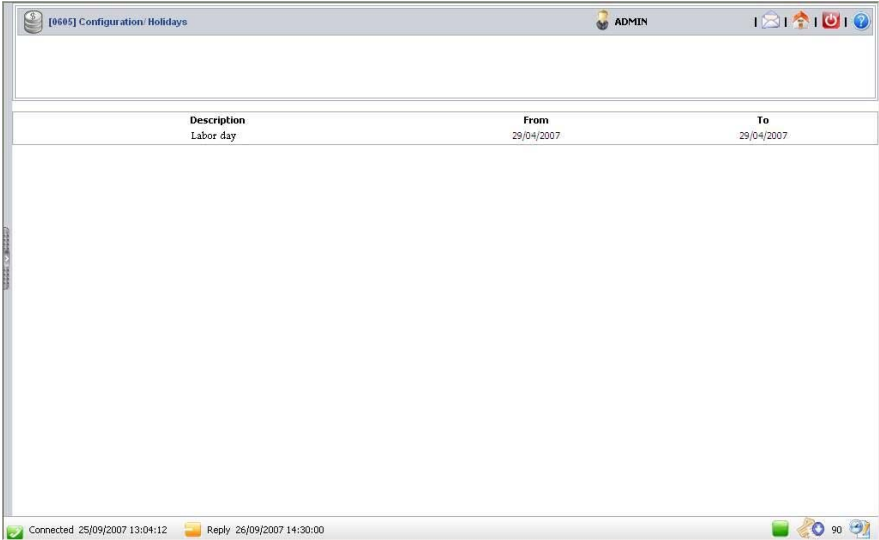


Figure 7-10: *Holidays*

The sole purpose of this page is to view the official and national holidays (off days) being broadcasted and circulated.

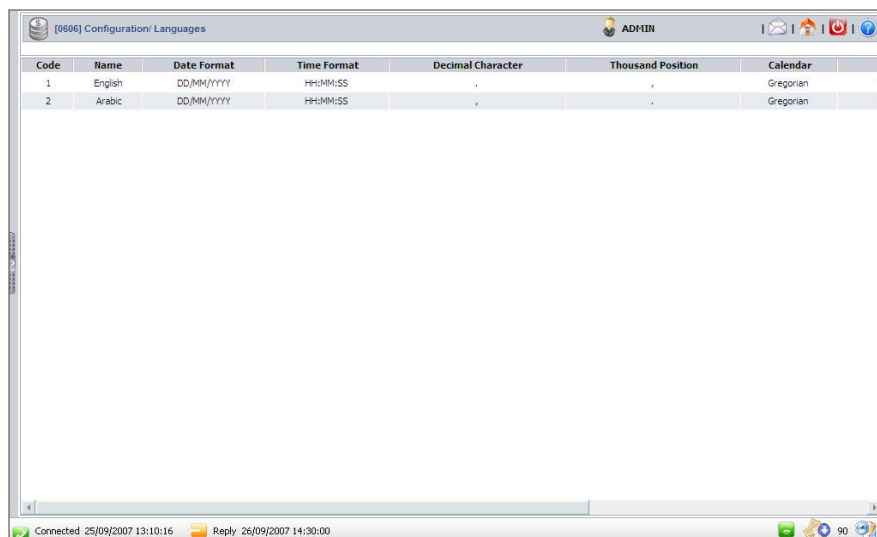
The **Holidays** page (Figure 7-10) displays the following information: **Description** of the holiday and the holiday period **From – To**.

7-6 Languages

Menu path: Configuration/ Languages

Purpose: This function enables the users to view all languages defined to the system.

Page No.: 0606



Code	Name	Date Format	Time Format	Decimal Character	Thousand Position	Calendar	Code Page
1	English	DD/MM/YYYY	HH:MM:SS	.	.	Gregorian	1252
2	Arabic	DD/MM/YYYY	HH:MM:SS	.	.	Gregorian	1256

Figure 7-11: Languages

Note: The default language to be used by a user every time he logs into the system is set and fixed in the **Preferences** page; section 7-10.

The **Languages** page (Figure 7-11) displays a list of all languages defined and added to the system. You can view the following information about each language; **Code**, **Name**, **Date Format**, **Time Format**, **Decimal Character**, **Thousand Position**, **Calendar**, **Code Page**, **Direction**, and **Currency**, **Short Description**.

7-7 Parameters

Menu path: Configuration/ Parameters

Purpose: This function enables the responsible user to view/ edit all parameters of the system upon the bank's business needs. Parameters are configured with the system first installation and initial configuration of its values.

Page No.: 0607




The screenshot shows a web application window titled "[0607] Configuration/ Parameters". The user is logged in as "ADMIN". The window displays a table with the following columns: Parameter Name, Parameter Section, Parameter Value, Parameter Note, and an Edit button. The table contains 20 rows of parameters, mostly under the "SysGlobalParams" section. The status bar at the bottom indicates the system is connected and open.

Parameter Name	Parameter Section	Parameter Value	Parameter Note	Edit
UrgentRetrySleep	SysGlobalParams	3	In case urgent cheque, Try 3 times to send it from BFD to ACH then Unreachable dest.	
NextPostdatedStatus	SysGlobalParams	1050	In which status to put the postdated checks when it is due	
NtfyPrvrdUnReadTimeouR	SysGlobalParams	00:01	Useless (not functional)	
enableChequeLevelReject	SysGlobalParams	1	(0 or does not exist) = disabled, 1 = enabled	
LogoutUserInterval	SysGlobalParams	600	Useless (not functional)	
DefSysCurrency	SysGlobalParams	400	For status bar	
WeekEnd	SysGlobalParams	FRI,SAT	The days name of the weekend	
SvcHeartBeatPeriod	SysGlobalParams	15	Max No. Of Service sleep minutes reflected on statusbar	
EnableMenuCntns	SysGlobalParams	1	1 TO ENABLE MENU COUNTRS	
enableBatchLevelApprove	SysGlobalParams	1	(0 or does not exist) = disabled, 1 = enabled	
CentralWebServicePath	NETCommParams	/ECCCentralServices/CentralWebSvc.aspx		
enableChequeLevelApprove	SysGlobalParams	1	(0 or does not exist) = disabled, 1 = enabled	
SenExtExecTime	SysGlobalParams	08:20:00		
HeartBeatPeriod	SysGlobalParams	10	every 10 minutes to check if there is a connection between App and DB (Database survive)	
KeepInMasterPeriod	SysGlobalParams	0	no of days to keep the cheque in master Database	
DefBnkCode	SysGlobalParams	13	Code of owner in case we have multi banks at the same bank	
BroadCastFlag	SysGlobalParams	1	0: dont broadcast, 1: Broadcast	
OldDatedRan	SysGlobalParams	992	Old dated cheques	
EccDatabaseLocalVersion	SysGlobalParams	4.15.11.1	ECC database version	
Amount	MicroInfo	3,11,1,000,999999999,999	Useless (not functional)	

Figure 7-14: Parameters

The **Parameters** page (Figure 7-14) displays the following information; **Parameter Name, Parameter Section, Parameter Value, and Parameter Note.**

To edit and update information of a certain parameter, click **Edit**  of the required parameter. A new page will be displayed to you (Figure 7-15). Edit the required information and click **Update** to reflect the new changes into the system database. To cancel the changes, click **Cancel**.

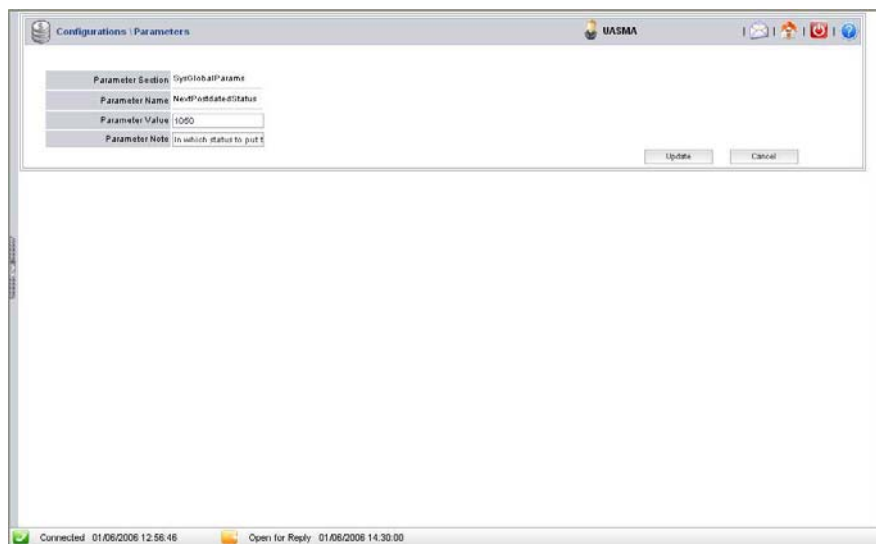


Figure 7-15: *Edit parameters information*

Note: For more information, appendix four is attached to the user manual which is devoted to provide detailed description about each single parameter of the system.

7-8 Return Reasons

Menu path: Configuration/ Return Reasons

Purpose: This function enables the administrator to view/ edit the cheques return reasons.


Page No.: 0606



Reason Code	Reason English Description	Active	System Flag
0	ACCEPTED	Active	No
1	Insufficient funds	Active	No
2	Closed A/C	Active	No
3	Missing/Old date	Active	No
4	Amt. in words and figures do not match	Active	No
5	Unmatched signature(s)	Active	No
6	Missing signature(s)	Active	No
7	First/Last endorsement missing	Active	No
8	Irregular endorsement sequence	Active	No
9	Signatures incomplete	Active	No
10	Alteration Unauthorised	Active	No
11	Currency not supported	Active	No
12	Undorseable check	Active	No
13	Not drawn on us	Active	No
14	Supporting documents not verified	Active	No
15	Stop pay court order	Active	No
16	Missing print or stamp witness	Active	No
17	A/C no. does not match	Active	No
18	Stop pay by drawer	Active	No
19	Guarantee check	Active	No
20	Currency missing	Active	No
21	Missing presenting bank cross stamp	Active	No

Figure 7-16: Cheque return reasons

The **Return Reasons** (Figure 7-16) are ISO standards that are already imported to the system by the system administrator at the Central Bank.

To edit and update information of a certain reason, click on **Edit**  of the required reason to get a new page (Figure 7-17) where you can edit the information as requested. Once you are done click **Update** to reflect the new changes into the system database. To cancel the changes, click **Cancel**.

The screenshot displays the 'Configurations : Return Reasons' window. The top bar includes the title 'Configurations : Return Reasons' and the IASMA logo. The main area contains several input fields and dropdown menus. The 'Reason Code' is set to '0'. The 'Active' status is set to 'Active' and the 'Countable' status is set to 'Yes'. The 'Reason English Description' is set to 'ACCEPTED' and the 'System Flag' is set to 'No'. Below these fields is a section titled 'Return Reasons Foreign Names' which contains two input fields: 'English' and 'Arabic', both set to 'ACCEPTED'. At the bottom right of this section are 'Update' and 'Cancel' buttons. The status bar at the bottom of the window shows 'Connected' with a timestamp of '09/07/2006 13:39:51' and 'Open for Reply' with a timestamp of '09/07/2006 14:00:00'.

Field	Value
Reason Code	0
Active	Active
Countable	Yes
Reason English Description	ACCEPTED
System Flag	No
English (Foreign Name)	ACCEPTED
Arabic (Foreign Name)	ACCEPTED

Figure 7-17: *Edit cheques return reasons*

7-9 Urgencies

Menu path: Configuration/ Urgencies

Purpose: This function enables the administrator to view classification of the urgencies through which priorities are given to cheques to be processed in the **PS-ECC** system.

Page No.: 0609

Code	Description	Amount From	Amount To	Period (Min.)	Deleted	Delete	Edit
0	Regular	0	0	0	Not Deleted	-	-
10	Inside Amman	0	0	0	Deleted	-	-
11	Outside Amman	0	0	0	Deleted	-	-
100	Urgent	0	0	30	Not Deleted	-	-

Figure 7-18: *Urgencies*

The **Urgency** function indicates an urgent situation, calls for a prompt action, of clearing (processing) certain cheques. Urgencies are classified into two levels; **Urgent** and **Regular**, according to priority and importance. Urgency levels are ruled by amount range and period of time.

The only purpose of the **Urgencies** page (Figure 7-18) is to view the levels of urgency to process cheques through the **PS-ECC**.

The page displays the following information; **Code**, **Description**, **Amount From**, **Amount To**, **Period (Min)**, and **Deleted** flag.

7-10 User Preferences

Menu path: Configuration/ User Preferences

Purpose: This function is designed to enable the system users, every one to select the desired preferences to be applied to the part of the system he has privileges to access. The user preferences are such as; the default bank and branch, interface language, date format, default currency, and interface font size.

Page No.: 0610

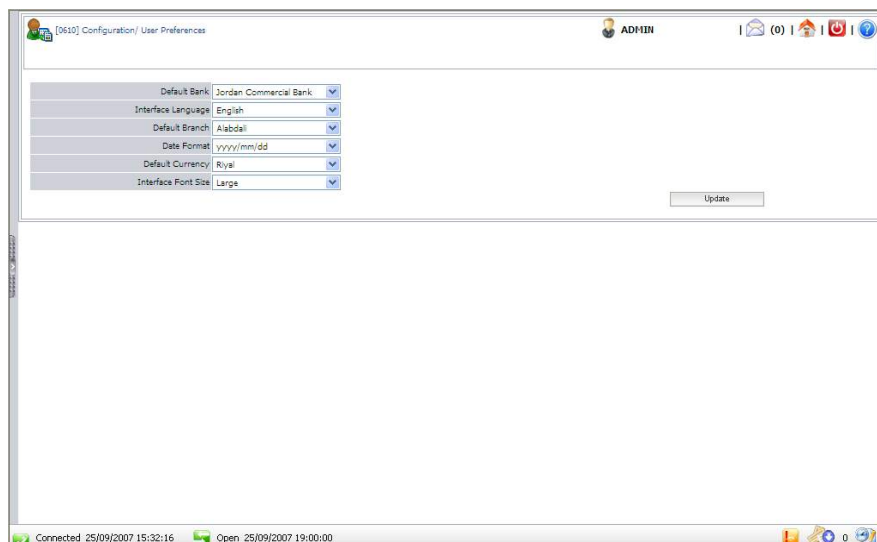


Figure 7-19: *User preferences*

The **User Preferences** page (Figure 7-19) is used to default certain items and functions to customize the system upon special needs of the user. To start, select the **Default Bank** from the available list. This will make things easier for you, as so you don't need to select your bank name every time you are logged into the system. Select the **Interface Language** from the drop-down list; the language of the system user's interface. Select the **Default Branch** from the available drop-down list; this will make things easier for you, as so you don't need to select the branch name every time you are logged into the system. Enter the **Date Format** used for this language; e.g: format of the date in the English language may be "dd/mm/yyyy". Enter the **Default Currency** for this language; e.g: the default currency for the *Arabic* language is the *Jordanian Dinar* and the default currency for the *English* language is the *Dollar*. Once you are done, click **Update** to save the entries into the database. Any time you would like to change or update the information of this page, just enter your changes and again click **Update**.

7-11 Labels Configuration

Menu path: Configuration/ Labels Configuration

Purpose: This function enables the administrator or any authorized user to edit texts of the system labels in a certain language that is selected from the available list of languages.

Page No.: 0612

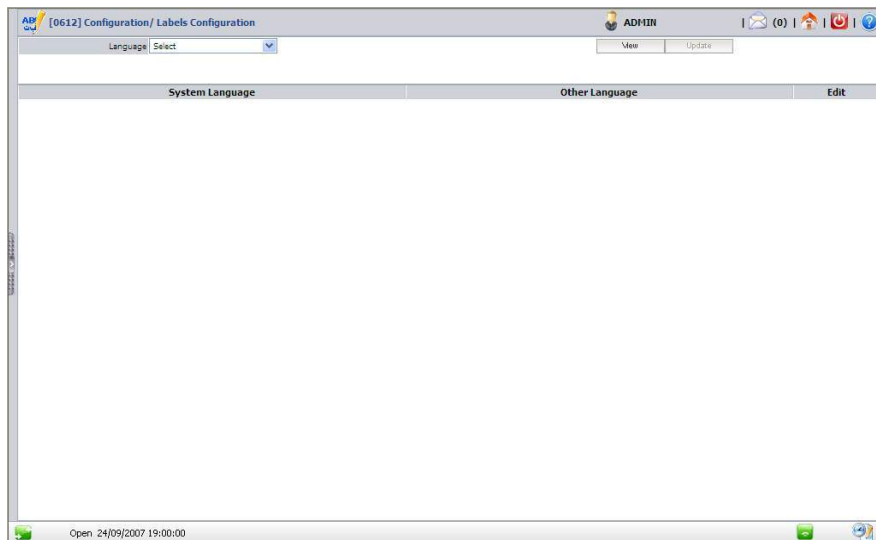


Figure 7-20: Labels configuration

The **PS-ECC system Labels Configuration** function is part of the system primary settings that are uploaded to the system with the first installation. The default language of the system is the English language. Labels in other languages are uploaded to the system by the user upon request and are selected from a drop-down list that contains all the languages, added to the system (see section 7-6), other than the default language.

To start editing any given label, first you need to select the other **Language** from the drop-down list as shown in (Figure 7-20) the main page of the **Labels Configuration**. Click **View** so that all labels will be retrieved, from the database, and displayed in both the *System Language* which is the English and the *Other Language* which is the Arabic in our example here (Figure 7-21).

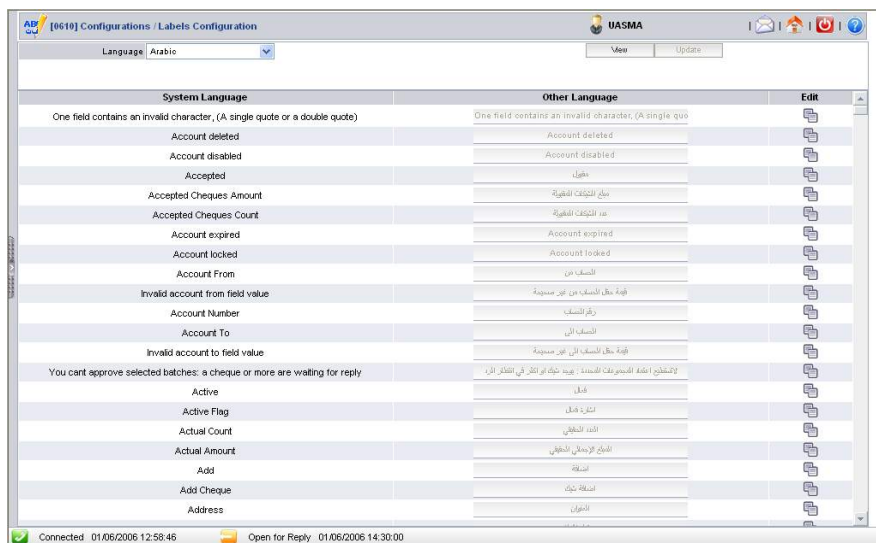


Figure 7-21: Labels configuration


To edit a label, click **Edit**  of the concerned label. The **Other Language** label will be editable (Figure 7-22) in order for you to edit the text as you wish. Click **Update** after you are finished to take the new changes.



Figure 7-22: Edit labels

7-12 Change Password

Menu path: Configuration/ Change Password

Purpose: This function enables the system users each to change his/her own password for purposes of ensuring higher security environment.

Page No.: 0613

The screenshot displays a web application window titled "[0613] Configuration/ Change Password". The user is logged in as "ADMIN". The main content area contains a form with three input fields: "Password", "New Password", and "Confirm Password", all masked with asterisks. Below the fields, a message reads "New Password matches Confirm Password". At the bottom of the form are "Update" and "Reset" buttons. The status bar at the bottom shows "Connected 27/09/2007 10:32:22" and "Open 30/09/2007 19:00:00".

Figure 7-23: *Change Password*

The **Change Password** page (Figure 7-23) is used to change the old password, which was set by the system administrator in the **Security** system, and enter a new one. According to the policy that controls the password validity of each user, it might require users to change their passwords upon the first login to the system, by that the users will be alerted with a message that they should change the password.

To start, enter the old **Password** which is the current one. Enter the **New Password**, and then **Confirm** the new **Password**, properly, to get the confirmation message "*New Password Matches Confirm Password*". Click **Update** to accept the changes and store them in the database. To clear the entries and empty the fields, in case of any entry mistake, click **Reset** and you will get the fields blank.

7-13 Notification Configuration

Menu path: Configuration/ Notification Configuration

Purpose: This function is used to help the administrator set up the notification system of the **PS-ECC** where end users of the system are supposed to be notified when certain cheques' transactions are being processed through the functions of the system privileged to this user, or not.

Page No.: 0614

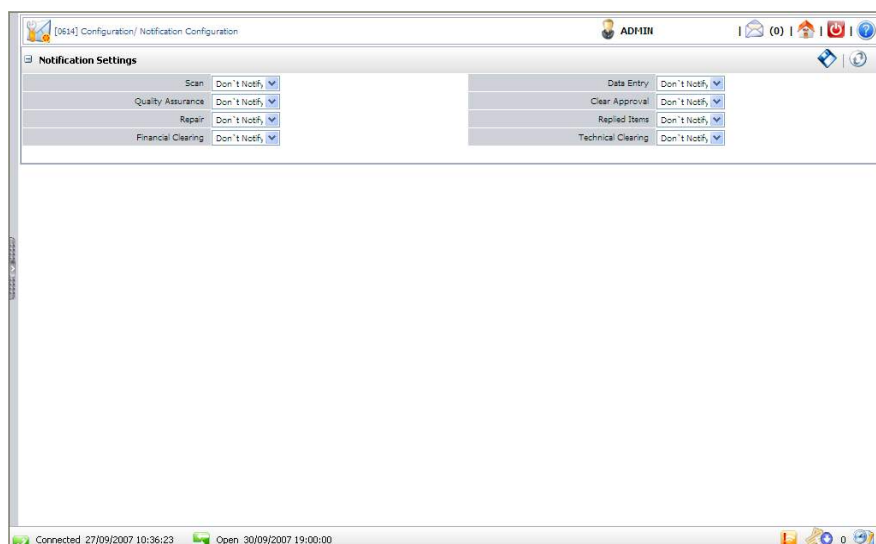




Figure 7-24: Notification Configuration

The **Notification Configuration** page (Figure 7-24) is used to select the appropriate value, from the drop-down list, of each function. You can select between two options; **Urgent Only**; which means that a notification should be set upon the arrival of a new urgent cheque to be processed through this function. Or **Don't Notify**; which means that no need to notify the user.

Click  to save the entries. To reset the values to the default ones, click .

7-14 User Notification

Menu path: Configuration/ User Notification

Purpose: This function enables the system users to view the notification messages that have arrived to his inbox.

Page No.: 615

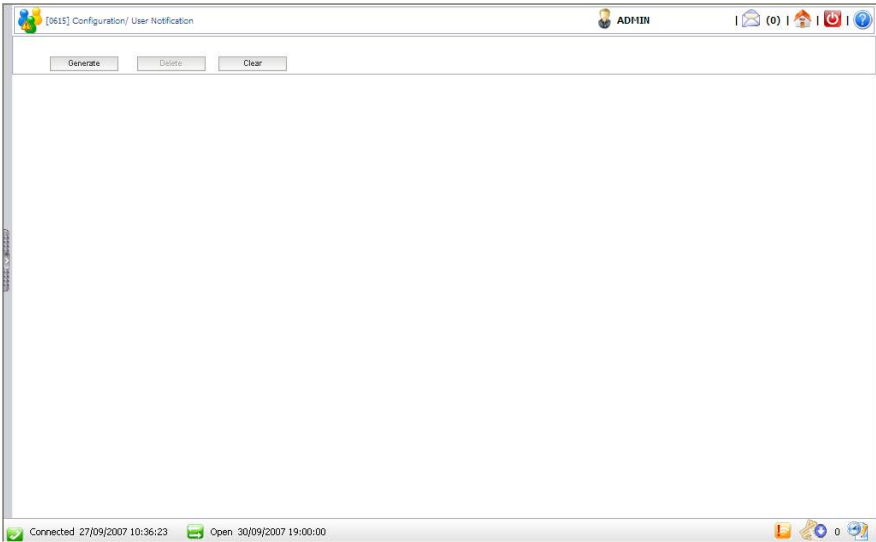



Figure 7-25: User Notification

A user may read the notifications; new or history, using the **User Notification** page (Figure 7-25). The user may also use the **Notification**  icon of the icons bar, placed horizontally on top right corner of each page of the system.

Users are notified when receiving new cheques by getting small alert message at the bottom, right corner, of the page (Figure 7-26).

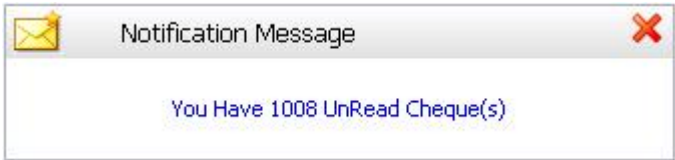


Figure 7-26: Notification message

Click ***Generate*** to display and view the notifications. The following information will appear for each notification; **Notification Number, From, Date, Subject, Presenting Bank Info, Pay Bank Info, Check Info, Presentment Info** and **Date and Time Info**. To delete a certain notification, place a check in the check box of this notification and click ***Delete***. To move to the page at which you received the notification in order to process the cheque and handle it as required, place a check in the required check box and click ***Process***. To clear all notifications, click ***Clear***.

8. SECURITY

The **Electronic Cheque Clearing** system; **PS-ECC** provides a very secure **Security** system that acts as a gate built to control the ins and outs of the **PS-ECC**. The system is designed and structured with several layers of security. The sophisticated security layers start with the user authentication based on the operating system integrated domain that is triggered when the user starts up his computer. A final security precaution level is implemented on **PS-ECC** that allows administrators to fit privacy to users accessing features of the system.

Here the administrator has all the power to define new users, new groups, and new roles. The administrator can also assign roles to users and groups of users according to the functional hierarchy, of each, at the bank. Besides, the administrator can define the workstations through which each user can log into the system, the working hours during which users are allowed to log into the system in addition to dealing with the users' passwords. Finally a track is available to trace every single action that takes place by a user on the system.



Figure 8-1: Security menu

The security system (Figure 8-1) consists of the following functional items;

- **Administration**
- **Audit Log**
- **Log Management**
- **User Information**
- **ACL Management**
- **Logout**

8-1 Administration


The **Administration** section of the **PS-ECC-Security** system provides the capability to manage the entire system according to the different business requirements and needs inside the bank. This will tailor the use of the system to be easily and effectively operated. The importance of this feature arises when users and groups of users have to be set with specified access rights according to the employment hierarchy. Many other features also have to be managed in order to control the operation of the system in the most sufficient manner, such as Audit Log, Log Management, ACL Management and others.

8-1-1 Users

Users are added to the **PS-ECC** system through the **Security/ Administration/ Users**. In order to control the **PS-ECC** process; each user will have a user name and a password to login to the system. There are two types of Users: **Local Users** and **Directory Users**. *Local Users; are the system regular users and Directory Users; are the users connected to the same directory that is created by the Windows Directory services. This directory contains a list of the required users and each user has a unique security ID that identifies him from all the other users. Once the directory user is created and a regular user joined the machine to this directory, the workstation will be managed by this directory.*

Click the **Administration** item from the **Security** main menu, to get the default page of the Administration (Figure 8-2). And note that you will find the *Administrator* user is initially defined with the system early configurations having the user name: *admin* and the password: *admin*. This user has access to the security system only in order to start adding and defining users and granting privileges to them.



Click  to start adding new users and/or view the existing users.

*Here the administrator may filter the display of all users added to the system by using the **Filter** function; top of the left corner. As you can see in (Figure 8-3), click the **Filter** function and pick the type of users, you would like to display, from the list. Click **Apply Filter** to display and view the type of users you have just filtered.*

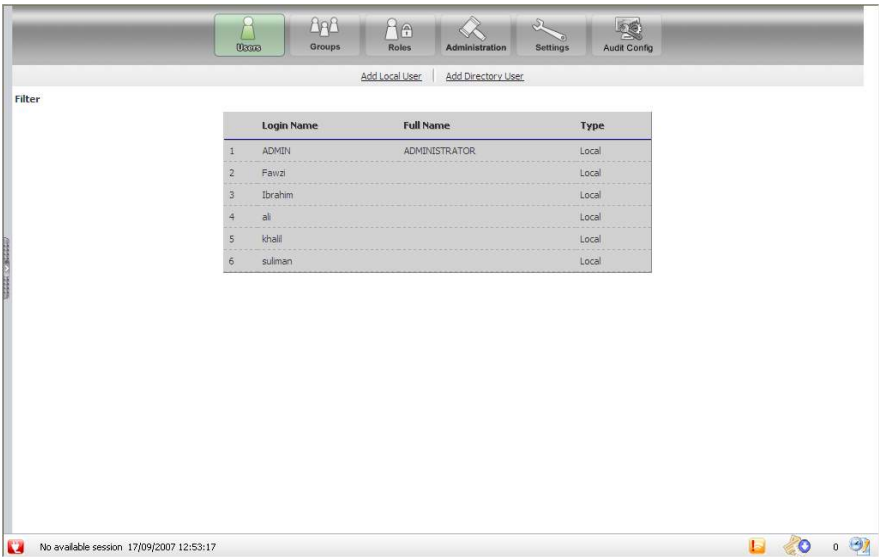


Figure 8-2: Administration/ Users



Figure 8-3: Filtering the display of users

To start adding and defining new users, first you need to decide either you want to add a *Local User* or a *Directory User*. To add a local user, click **Add Local User** and you will get a page of seven tabs (Figure 8-4) where you can enter the required information in the following tabs; **Information**, **Account**, **Working Hours**, **Vacations**, **Groups**, **Roles** and **Workstations**.

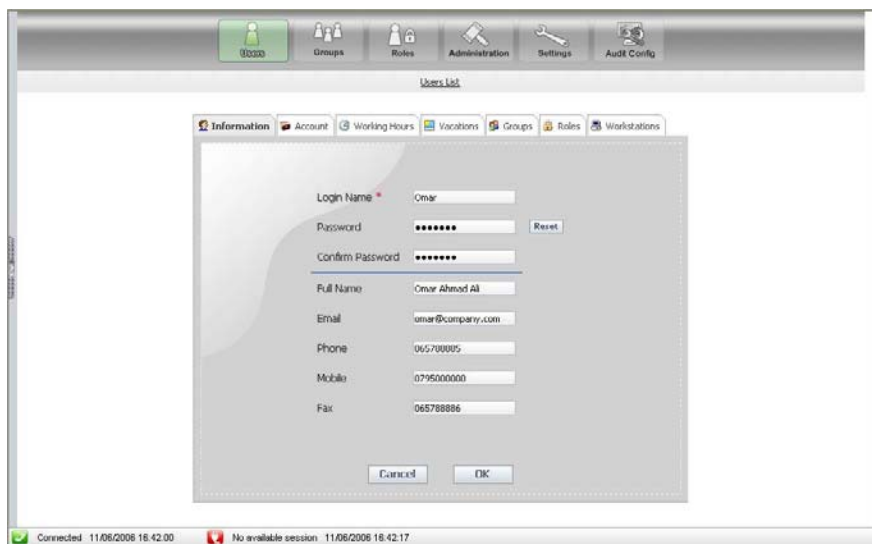


Figure 8-4: Add Local User/ Information

Now proceed by filling in the **Information** of the first tab; enter the **Login Name** and **Password**. User login name and password are mandatory fields unless a blank password is permitted from the *Administration/ Policy*. *If you wanted to reset the password while in the process of entering the user information, click the **Reset** button so as to empty the password field and enter a new one.* Re-enter the new password for confirmation purpose in the **Confirm Password**. Enter the user **Full Name**, **E-mail** address, **Phone**, **Mobile**, and **Fax** numbers.

To continue click the next tab. To cancel the operation and go back to the default page, click **Cancel**.

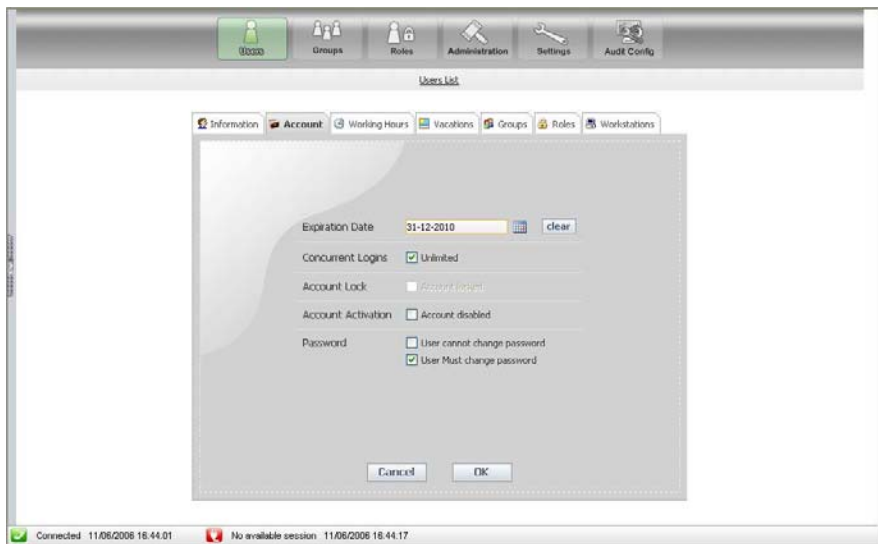



Figure 8-5: Add Local User/ Account

Next, click the **Account** tab (Figure 8-5) to enter the account's particulars. Enter the **Expiration Date** by clicking the **Calendar**  icon and select the required date, from the pop-up calendar.

The date will appear in the following format; dd/mm/yyyy. Place a check in the **Concurrent Logins** check box if you would like to set unlimited number of users who may login to the system at a time, with the same user login name. If you would like to set a certain number of logins simultaneously, then leave the check box empty where a new field will be enabled to enter the required number of logins. Place a check in the **Account Lock** check box, if you want to enable the account locking action and impose some sort of restriction and by this the **Account** will be **Locked**. If you leave the check box empty, so you impose no restriction on the account. The **Account Activation** appears selected or not selected according to your choice of the policy setting of the user's account. This can be obtained from the *Administration/ Policy/ enable account locking option*. To unlock the account, remove the check from inside the box. If you don't want to allow the user to change the password, place a check in the check box **User Can't Change Password**. If you want to allow the user to change the password immediately after the first login, place a check in the check box **User Must Change Password**.

To continue click the next tab. To cancel the operation and go back to the default page, click **Cancel**.

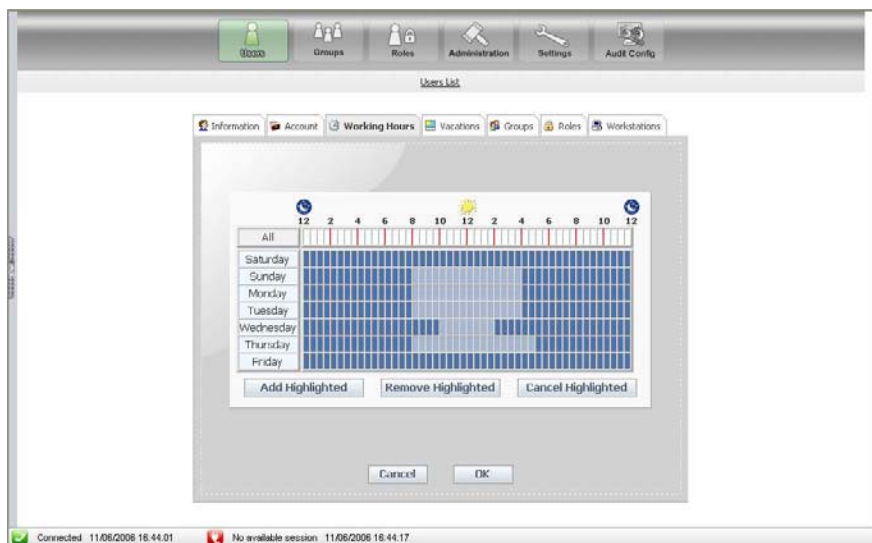


Figure 8-6: Add Local User/ Working Hours

Next, click the **Working Hours** tab (Figure 8-6) to assign the user's working hours per day, for all the working days of the week; mainly, the hours at which the user will have access to the system.

You will notice that the 24 hours of the days of the week are highlighted in dark blue. To start, you need to determine the times during the day during the week in which this user has access to the system. The time will be displayed in a matrix consisting of days as rows and hours as columns. The matrix of squares represents hours per day.

Now highlight the required area; where the user will have access to the system. To do so, click and drag using the mouse to cover all the area of squares required. Click **Add Highlight** to confirm. To remove the highlight, click **Remove Highlight** and to cancel the highlight process, click **Cancel Highlight**.

To continue click the next tab. To cancel the operation and go back to the default page, click **Cancel**.

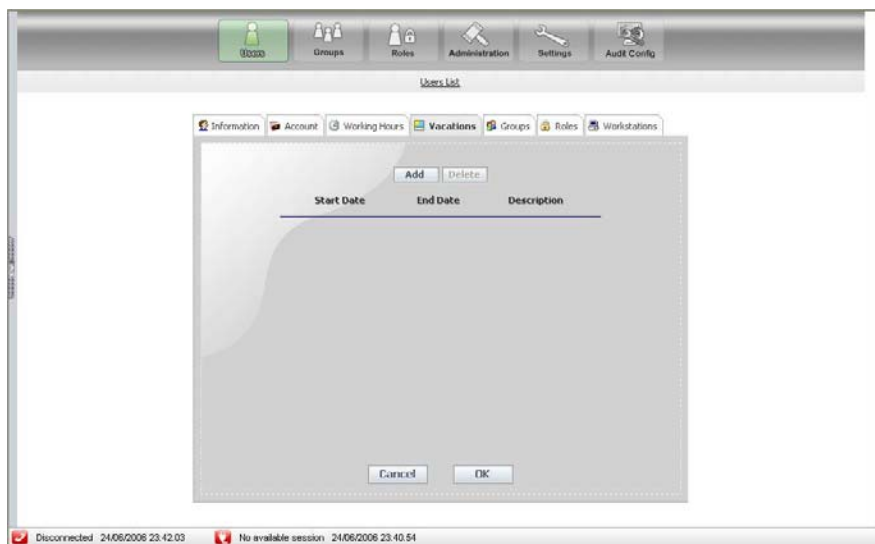



Figure 8-7: Add Local User/ Vacations

Next, click the **Vacations** tab (Figure 8-7) to set the users personal vacations. To start entering the vacations, click **Add** to enable the fields where you are supposed to enter the vacations information (Figure 8-8). Enter the **Vacation Start Date** by clicking the **Calendar**  icon and select the required date from the pop-up calendar. The date will appear in the following format; dd/mm/yyyy. In case of any mistake, click the **Clear** button to blank the field. Repeat the same step for the **Vacation End Date**. Enter the **Description** of the vacation in the field provided and click **OK**. A new line of the vacation will be added to the user's vacations record. Again see (Figure 8-8). To cancel the vacation entry, click **Cancel** next to the **Add** button. To delete a vacation, you need first to click **Cancel** to hide the vacation entry fields and enable the lower part of the page that contains the added vacations. Next, select the check box of the desired vacation and click **Delete**. See (Figure 8-9).

To continue click the next tab. To cancel the operation and go back to the default page, click the button **Cancel**.

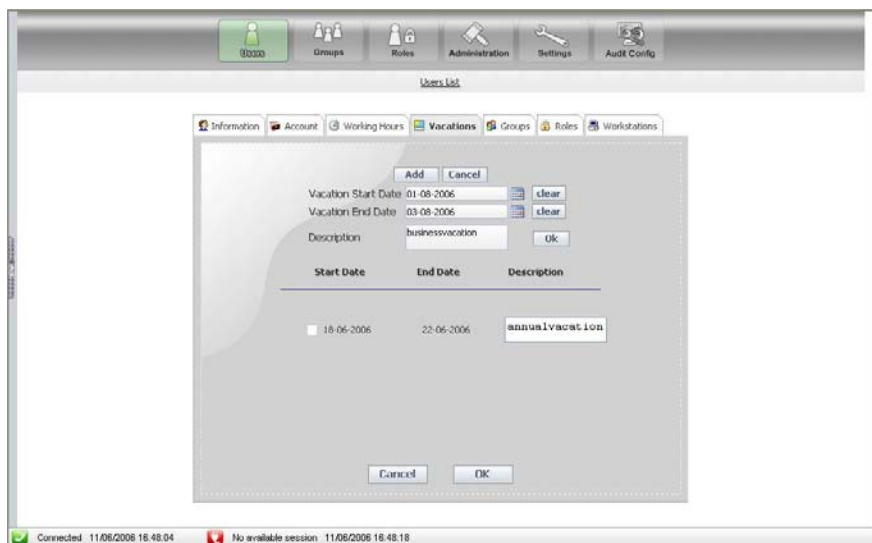


Figure 8-8: Add Local User/ Vacations/ Add Vacation

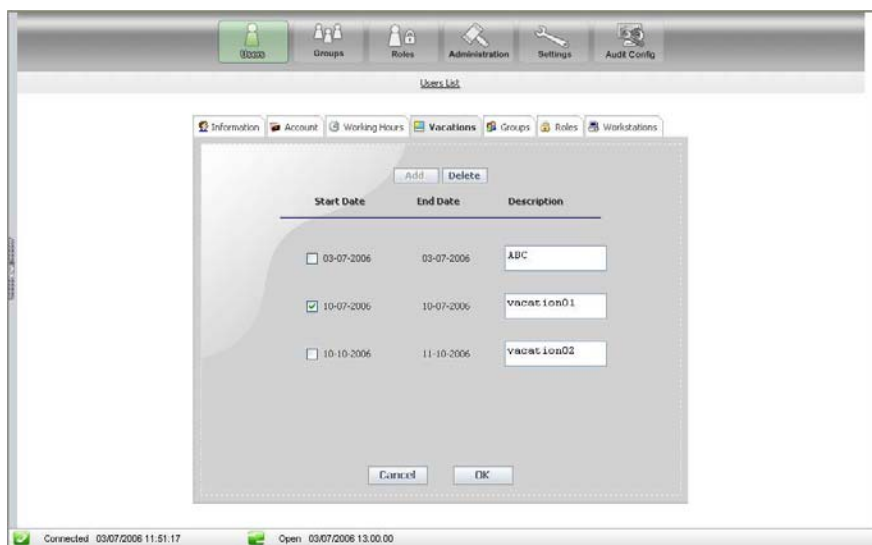


Figure 8-9: Add Local User/ Vacations/ Delete Vacation

Next, click the **Groups** tab (Figure 8-10) to select the groups the user will join.

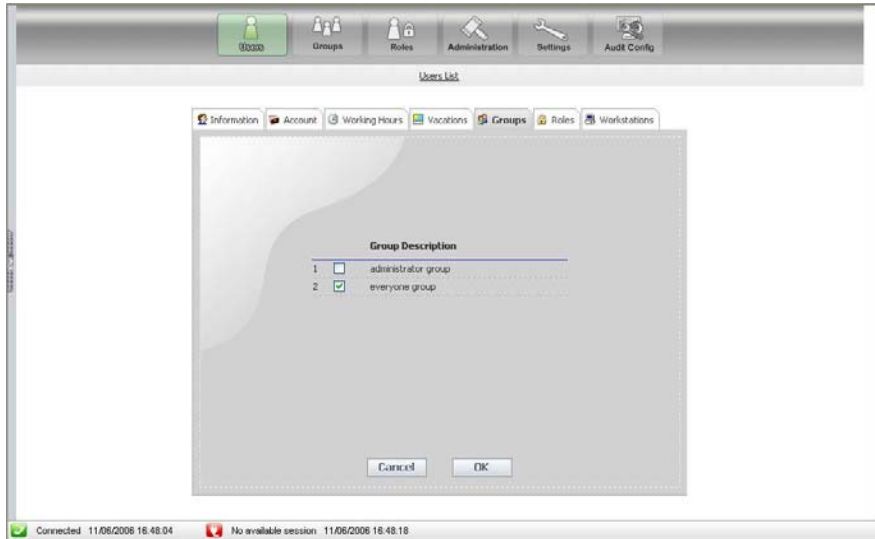


Figure 8-10: Add Local User/ Groups

Select the **Groups** that the user is member in, by placing a check in the appropriate check box(s) available. To continue click the next tab. To cancel the operation and go back to the default page, click **Cancel**.

Note: New created users are added, by default, to the *Everyone* group.

Next, click the **Roles** tab (Figure 8-11) to select role(s) that will be assigned to the user. Select the required role(s) by placing a check in the appropriate check box(s) available. To cancel the operation and go back to the default page, click **Cancel**.

Note: New created users are added, by default, to the *Everyone* role.

Adding new Roles and Groups will be discussed, in detail, in sections; 8-1-2 and 8-1-3.

Next, click the **Workstations** tab (Figure 8-12) to set the workstations/ computers from where the user can access the system. In this tab all the workstations that are connected to the same network will be listed here.

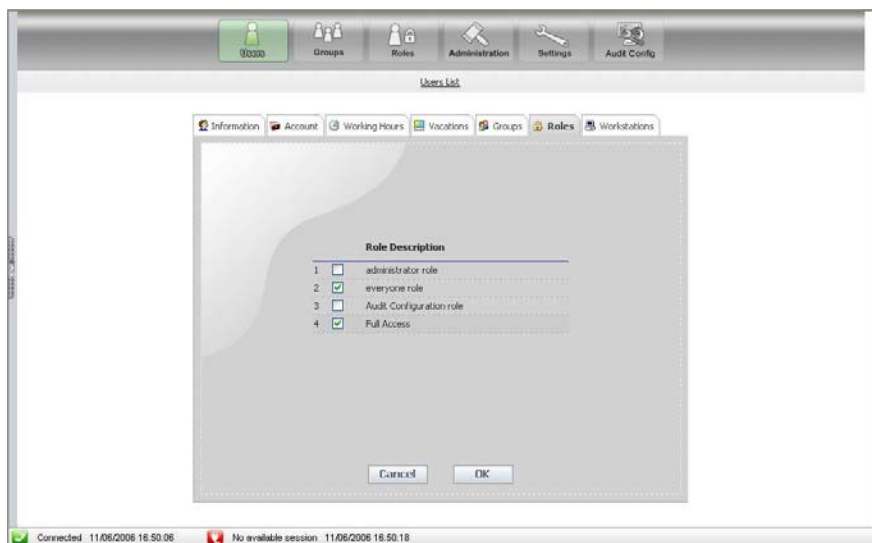


Figure 8-11: Add Local User/ Roles

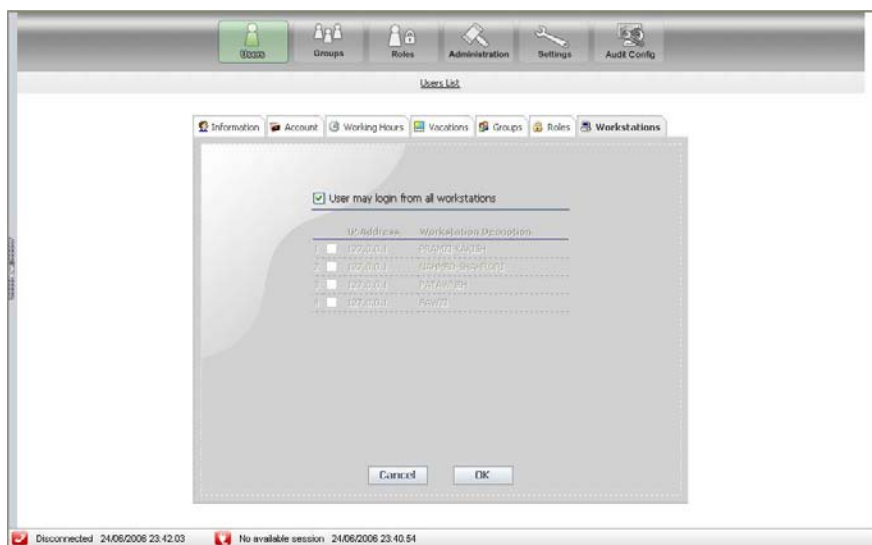


Figure 8-12: Add Local User/ Workstations

Place a check in the check box; **User May Login From All Workstations** if you would like to allow the user to access the system, using his username and password, from all the workstations on the network. Else, leave the check box blank to enable the privileged list of workstations (Figure 8-13) where you can select the required workstations by placing check in the appropriate check box(s).

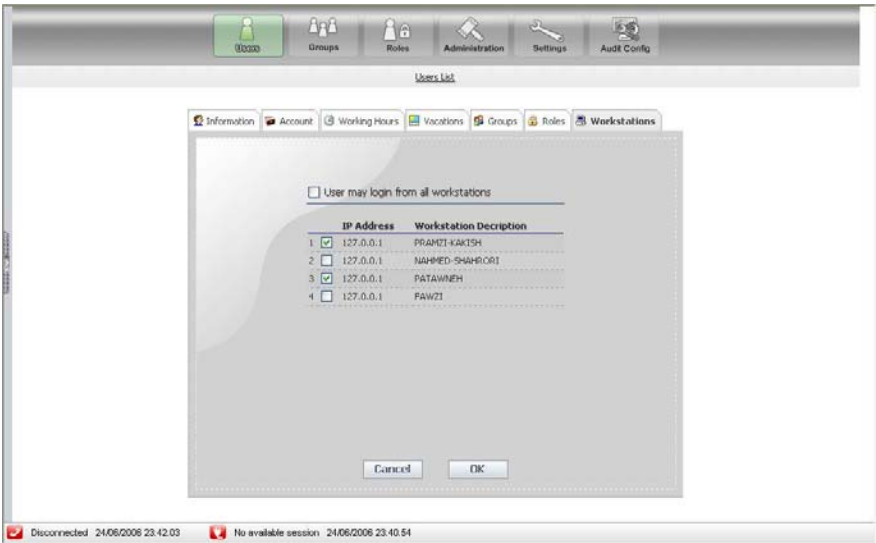


Figure 8-13: Add Local User/ Workstations

Now the new user will be added to the main page of the Users. Click **Users List** to go back to the Users default page (Figure 8-14).

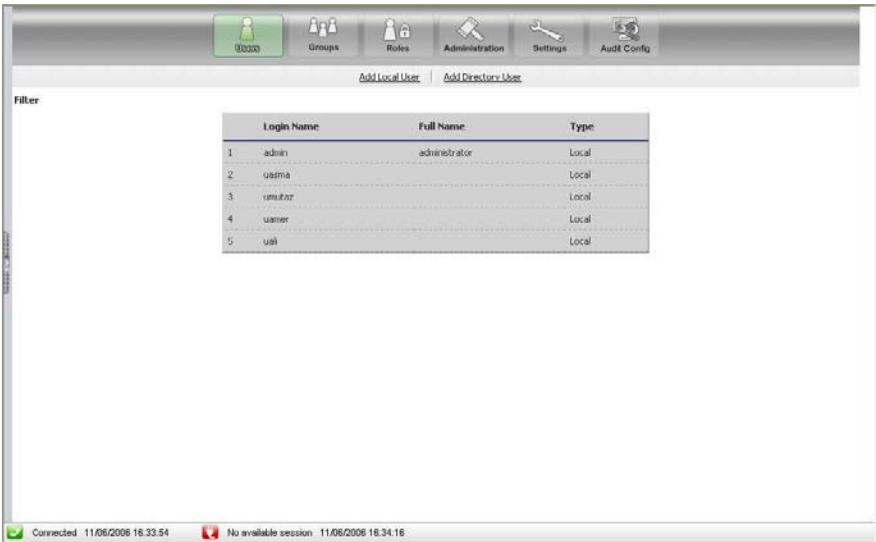


Figure 8-14: Add Local User main page

To add a directory user; click **Add Directory User** to get a list of all users connected to the same domain (Figure 8-15).

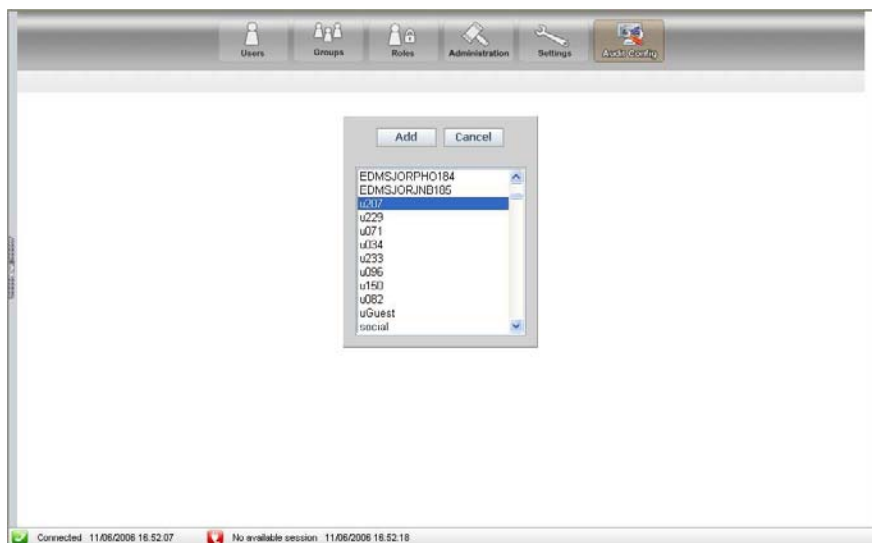


Figure 8-15: Add Directory User/ list of users

Select the required user and click **Add** to get the very same page; of seven tabs, that will take you through the very same procedural steps of adding a new local user (Figure 8-16). Information of the user will be extracted from the directory user profile.

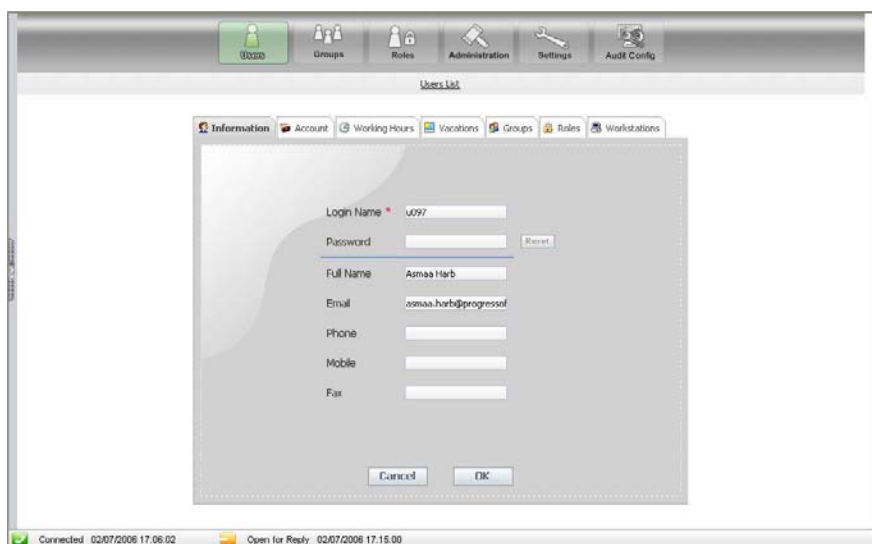



Figure 8-16: Add Directory User/ users information

The administrator may edit, view or delete a user by clicking the required user. A list of available functions, applicable to this user will appear to you (Figure 8-17). Select the required option to proceed.

 **Note:** The functions are enabled and disabled according to the status of the group.

- **Edit/ View User:** will take you through the very same tabs of adding new users.
- **Delete User:** will delete the user from the menu and move it to the deleted users' file. You can view the deleted user when you filter the users' menu to the *deleted status*.
- **Restore User:** will return the deleted user to the users menu.
- **Purge User:** will delete the user permanently from the menu.


	Login Name		Full Name	Type
1	Omar		Omar	Local
2	ad	 Edit User	administrator	Local
3	kh	 View User		Local
4	u0	 Delete User	Asmaa Harb	Directory
5	ua	 Restore User		Local
6	ua	 Purge User		Local
7	un			Local
8	uamer			Local

Figure 8-17: Users list of options

8-1-2 Groups

Groups are added to the **PS-ECC** system through the **Security/ Administration/ Groups**. A group is a team of users who are assigned same tasks and roles, as a whole at a time. After adding a new group you need to select the users who will join this group.



Click  to start adding new groups and/or view the existing groups (Figure 8-18). And note that you will find the *Administrator* group and *Everyone* group are initially defined with the system early configurations. New users are added to the *Everyone* group, by default, once created. *Administrator* group belongs to the Administrator user, by default.

*Here the administrator may filter the display of all groups added to the system by using the **Filter** function on top of the left corner. Click the **Filter** function and pick the type of groups, you would like to display, from the list. Click **Apply Filter** to display and view the groups you have just filtered.*



Figure 8-18: Groups main page

To start, click **Add Group** to get a new page of two tabs; **Information** and **Group Members**. Enter the **Group Description** in the Information tab (Figure 8-19). Click the **Group Members** tab (Figure 8-20) to select the users who will join this group by placing a check in the check box for each. Click **OK** to save the entries or **Cancel** to go back to the default page.

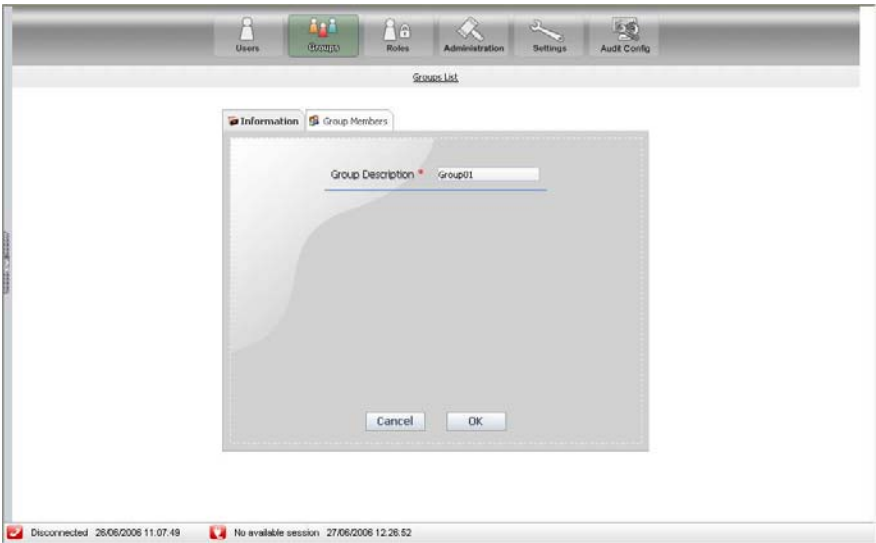


Figure 8-19: Groups/ Information

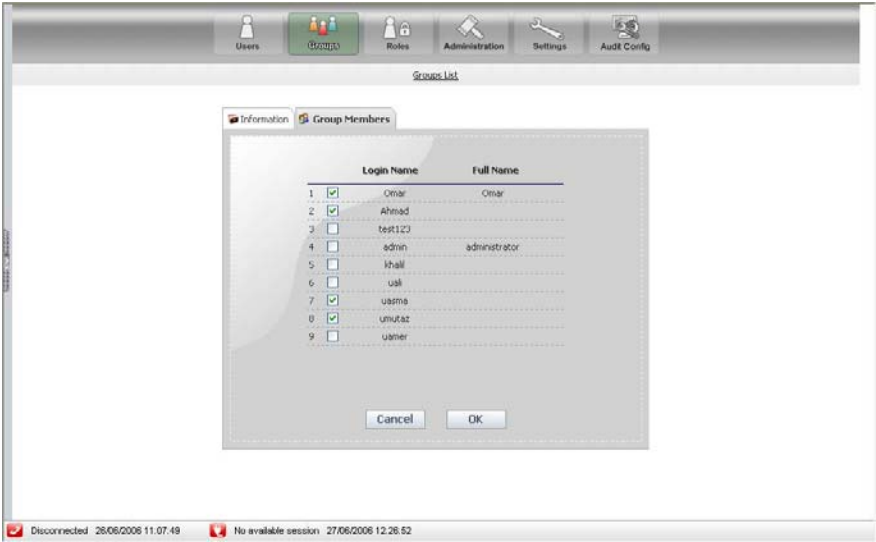


Figure 8-20: Groups/ Group Members

Now the new group will be added to the Groups list. Click **Groups List** to go back to the Groups default page (Figure 8-21).



Figure 8-21: Groups list

The administrator may edit, view or delete a group by clicking the required group. A list of available functions, applicable to this group will appear to you (Figure 8-22). Select the required option to proceed.

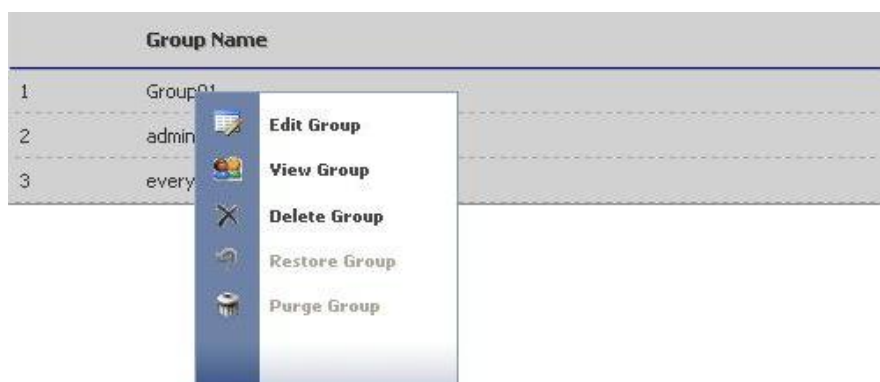


Figure 8-22: Groups list of options

Note: The functions are enabled or disabled according to the status of the group.


Note: You can't edit or delete *Administrator* and *Everyone* groups.

- **Edit/ View Group:** will take you through the very same tabs of adding new groups.
- **Delete Group:** will delete the group from the menu and move it to the deleted groups' file. You can view the deleted group when you filter the menu to the *deleted status*.
- **Restore Group:** will return the deleted group to the groups' menu.
- **Purge Group:** will delete the group permanently from the groups' menu.

8-1-3 Roles

Roles are added to the **PS-ECC** system through the **Security/ Administration/ Roles**. A role is a group of privileges and functions that are assigned to user(s) as a whole. In other words a role defines the privileges a user or a group of users may require. After adding a new role you need to select the users who will join this role.



Click  to start adding new roles and/or view the already defined roles (Figure 8-23). And note that you will find the *Administrator* role and the *Everyone* role are initially defined with the system early configurations. New users are added to the *Everyone* role, by default, once created. *Administrator* role belongs to the Administrator user, by default.

*Here the administrator may filter the display of all roles added to the system by using the **Filter** function; top of the left corner. Click the **Filter** and pick the type of roles, you would like to display, from the list. Click **Apply Filter** to display and view the type of roles you have just filtered.*



Figure 8-23: Roles main page

To start, click **Add Role** to get a new page of three tabs; **Information**, **Privileges**, and **Role Members**. Enter the **Role Description** in the **Information** tab (Figure 8-24). Click the **Privileges** tab to select the different privileges that will be granted to the user on the main parts of the system; **PS-ECC -Security** and **PS-ECC** (the core) (Figure 8-25). Click (+) of each part to expand the programs inside (Figure 8-26). Place check inside the desired check

box(s). When you select a check box associated with (+) this means that you are selecting the whole privileges inside, and are granting the user full privilege on the function. You may select certain privilege(s) to grant to the user on a specific function, and by this you need to place a check inside the check box(s) of the required function (Figure 8-27).

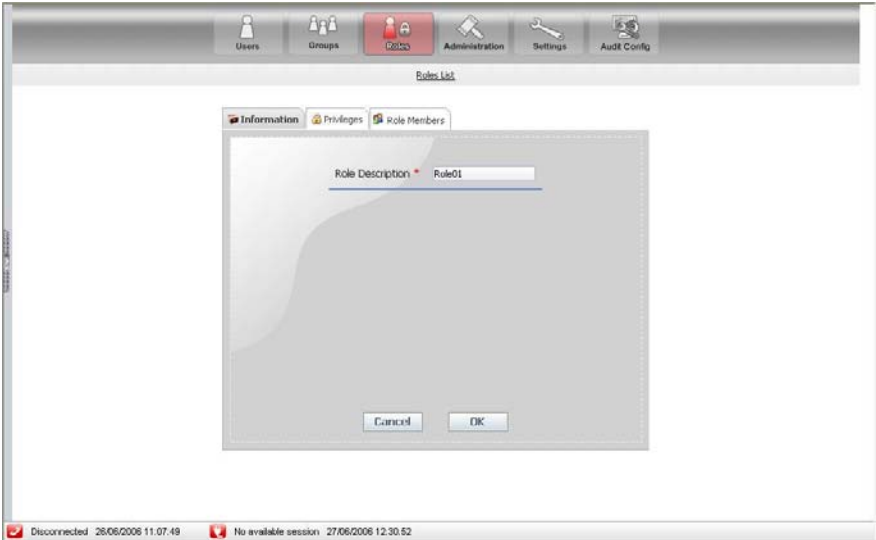


Figure 8-24: Roles/ Information



Figure 8-25: Roles/ Privileges

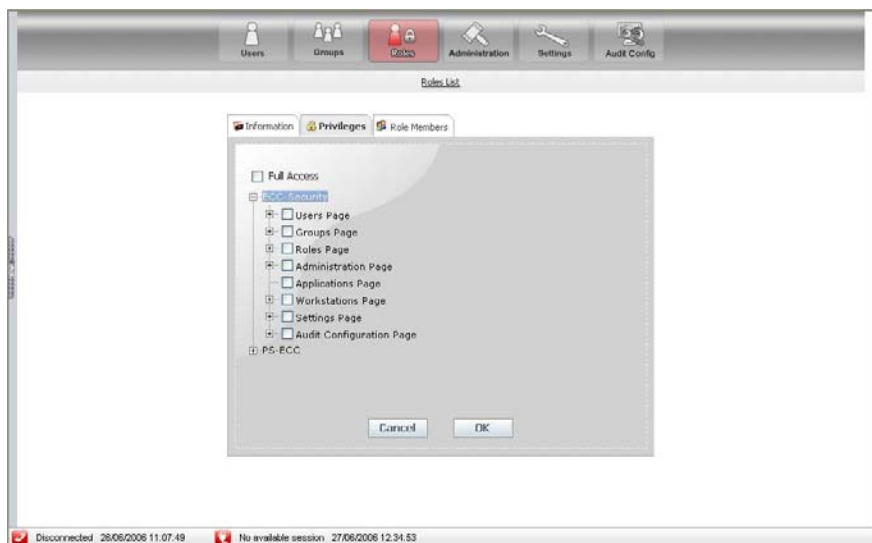


Figure 8-26: Roles/ Privileges

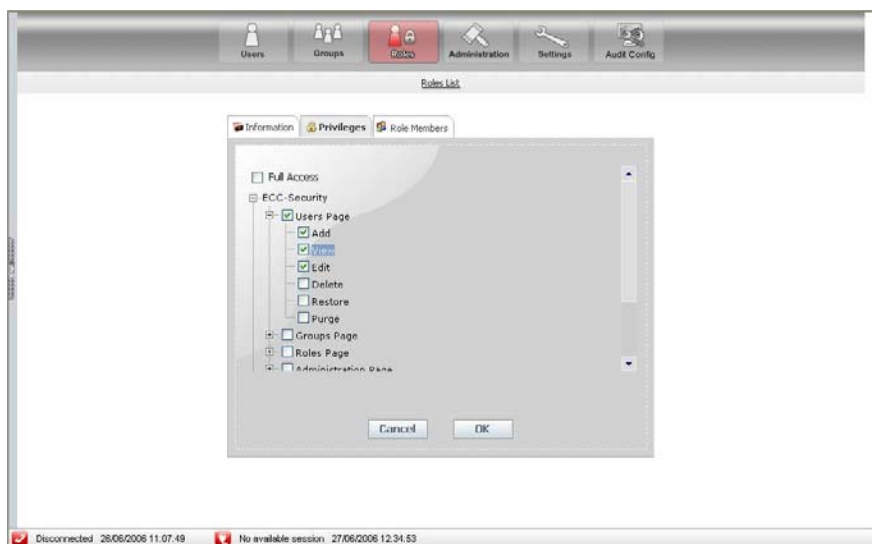


Figure 8-27: Roles/ Privileges

In certain functions of the **PS-ECC** core system you need to set the range of cheques amount **From – To**, that this user is privileged to take responsibility in order to process them (Figure 8-28).

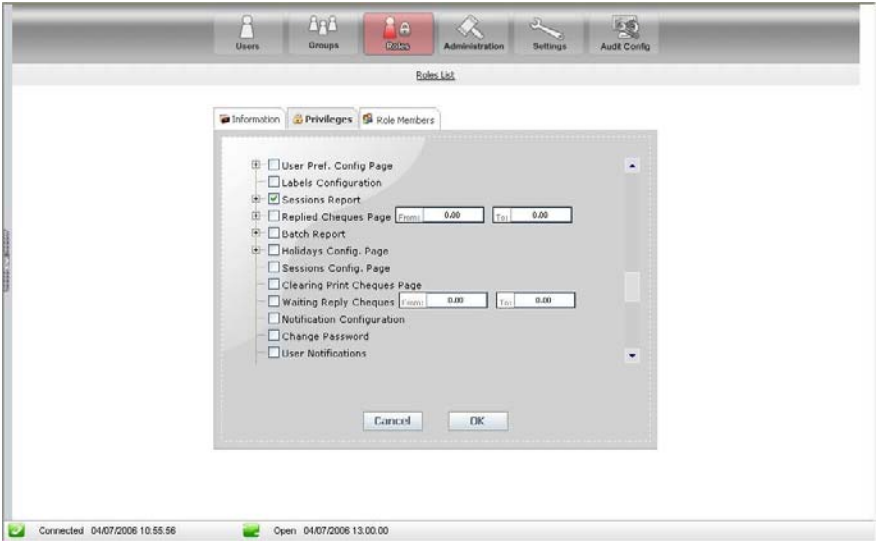


Figure 8-28: Roles/ Privileges

You may grant the user full access to the system by selecting the **Full Access** check box. Click the **Role Members** tab (Figure 8-29) to select the users who will join this role by placing a check inside the check box for each. Click **OK** to save the entries or **Cancel** to go back to the default page.

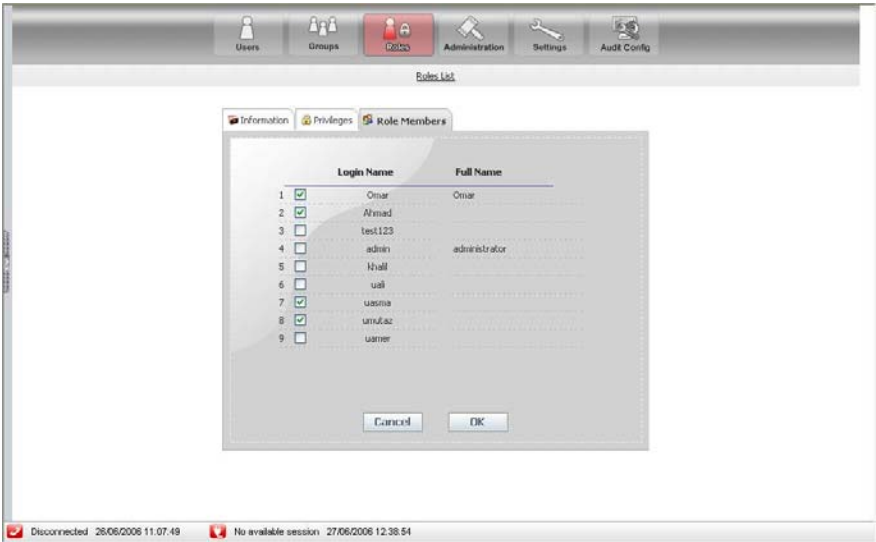


Figure 8-29: Roles/ Role members

Now the new role will be added to the Roles list. Click **Role List** to go back to the Roles default page (Figure 8-30).



Figure 8-30: Roles list

The user may edit, view or delete a role by clicking the required role. A list of available functions, applicable to this role will appear to you (Figure 8-31). Select the required option to proceed.

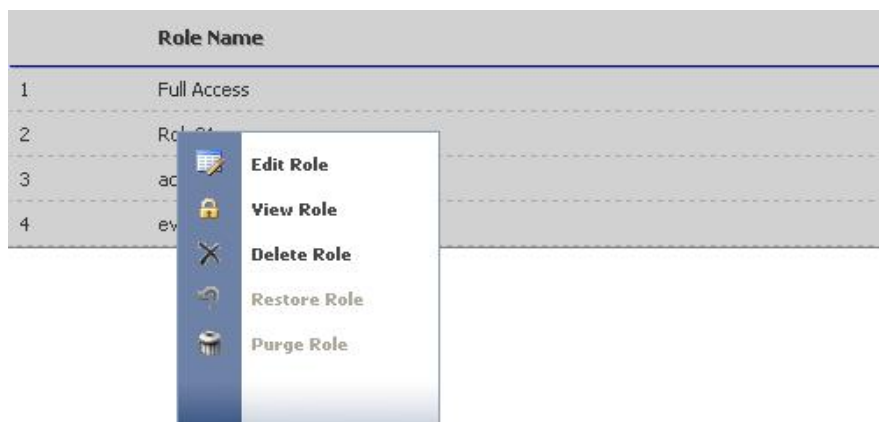



Figure 8-31: Roles/ Roles list of options

 **Note:** The functions are enabled or disabled according to the status of the role.

 **Note:** That you can't delete *Administrator* and *Everyone* roles. You can view *Administrator* role and edit and view *Everyone* role.

- **Edit/ View Role:** will take you through the very same tabs of adding new roles.
- **Delete Role:** will delete the role from the menu and move it to the deleted roles' file. You can view the deleted role when you filter the roles' menu to the *deleted status*.
- **Restore Role:** will return the deleted role to the roles' menu.
- **Purge Role:** will delete the role permanently from the roles' menu.

8-1-4 Administration

The **Administration** of user accounts is the set of rules that control the use of accounts and the accounts' passwords. Certain **Policies** are used when complex password is highly recommended, or when account passwords expire, or when they must be changed after a certain period of time, or when certain accounts have to be locked and what locking duration should be forced. The importance of the Administration function is increasingly aroused when imposing strict security conditions are highly required. **Applications** of the **PS-ECC** system and users' **Workstations** are added to the system from the administration section.



Click **Administration** to start managing the policy of the user's account in a secure manner, and to view the system applications and add the users' workstations. You will get the **Policy** options (Figure 8-32).



Figure 8-32: Administration/ Policy

Minimum Password Age:

1. **Allow Changes Immediately:** This choice allows the user to change the password immediately after the account is set and the user performs the first login. In this case the password has no minimum age limit.
2. **Allow Changes in (...) Days:** This choice specifies a time period in days which gives the user the right to change the password during this time.

Maximum Password Age:

1. **Password Never Expires:** This choice gives an unlimited age to the password.
2. **Password Expires in (...) Days:** This choice specifies the time in days after which the password will expire and will no longer be valid. The user is prompted to change the password of the account after the elapse of the time specified.

Minimum Password Length:

1. **Permit Blank Password:** This option allows the user to set the password to any length, even a blank password can be used here.
2. **At Least (...) Characters:** This option determines the minimum number of characters of the password.

Password Complexity:

Force Complex Password: Selecting this check box constrains the user to enter a complex password that is very difficult to be guessed or stolen, for the purpose of maximizing the security precautions to the highest level. Complex password must contain upper and/or lowercase letters, and non-alphabetical characters such as (!, @, #, \$, etc), and this must be at least eight characters.

Note: If the complex password function is not forced, then the password length must be at least three characters.

Password History:

Keep Last (...) Passwords: This option is to keep a certain number of the user's passwords and save them in the system database.

No Account Locking: This option means that there is no restriction imposed on the account.

Enable Account Locking: This option will enable the locking action on the account and place some sort of restriction. When the user selects this option, the following two choices will be enabled and active.

- **Lock After (...) Bad Logs:** This option will lock the user's account after a certain number of unsuccessful logins.
- **Locking Duration:** This involves two options:
 - **Forever (until admin unlock):** The account will be set to never work again until the system administrator unlocks it.
 - **Duration (...) Minutes:** A time of period can be set in minutes, after which the account will be automatically unlocked by the system.

Click **OK** to save the entries or **Cancel** to go back to the default page.

Click Applications to view the **PS-ECC** applications added to the system (Figure 8-33).

Note: The applications are configured with the **PS-ECC** first installation and early setting up and configurations.



Figure 8-33: Applications

The Applications page shows the following information; **Id**, **Application Name**, and **URL**.

Click the **Workstations** to get a new page (Figure 8-34) to add a new workstation (computer). You can add workstations manually and here you need to click **Add Workstation**. You can choose the workstation from a list and here you need to click **Choose From List**.

In **Add Workstations** page (Figure 8-35) enter the **Name** and **Description**; that is the IP address of the computer. Click **OK** to confirm your entry and add the new workstation to the list or **Cancel** to go back to the Administration default page. When deciding to add a workstation from the list (Figure 8-36), select the required workstation and then click **OK** to confirm your entry or **Cancel** to go back to the Administration main page.



Figure 8-34: Workstations



Figure 8-35: Workstations/ Add Workstation



Figure 8-36: Workstations/ Choose from list

To move between the items of the Administration page, click the required hyperlink displayed in the active page. For example; when you are in the **Policy** page, you will get two active hyperlinks; **Applications** and **Workstation**. When you are in the **Applications** page you will get two active hyperlinks; **Policy** and **Workstations** and so on.

8-1-5 Settings

The **Settings** function is used to help the administrator set up certain parameters of the system in order to control and dominate over the security functions of the whole system. Defining those settings help in adding and defining directory users and workstations to the system.



Click **Settings** to start entering the values of the system main settings (Figure 8-37).



Figure 8-37: Settings


Enter the **Domain Name**; that is the active directory name, **Domain Controller**; is the server that responds to security authentication requests (logging in, checking permissions, etc.) within the Windows Server domain. Enter the **User Name**; the authorized user who has privilege to list all users and LDAP resources, **Login Name** and **Full Name** of the authorized user, **Password** granted to this user, **E-mail** address pertaining to him.

And note that the **Domain Factory**, **Sid**, **Authentication Type**, and **Search Domain** are search query entries that are configured with the system to retrieve users from active directory.

Click **Update** to save and confirm the entries. Click **Cancel** to cancel the entries. To edit any of the fields, click **Edit** and enter your changes. Again click **Update** to save the changes or **Cancel** to cancel them.

8-1-6 Audit Configuration

The **Audit Configuration** function is designed for the purpose of imposing continuous tracking on the user's access to the system and monitoring his work throughout the system (the part he has been allowed privileges on).

Click  to start selecting the check boxes of the required functions (Figure 8-38).

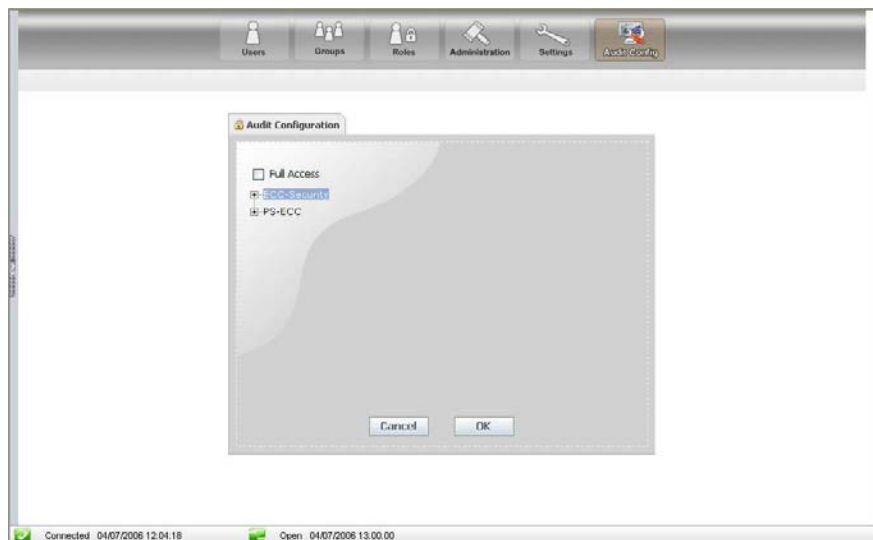


Figure 8-38: *Audit Configuration*

The system main parts; **ECC Security** and **PS-ECC** are displayed in form of tree menus that are expanded once you click (+) associated with the system part.

You can impose full auditing on the whole system functions by selecting the **Full Access** check box. Or you may select certain functions by expanding each menu and placing check in the check box(es) of the required functions.

Click **OK** to save the entries or **Cancel** to cancel them.

8-2 Audit Logs

The **Audit Logs** function (Figure 8-39) is designed to view users' logins and operations taking place in the system during a certain period of time.

Page No.: 0701

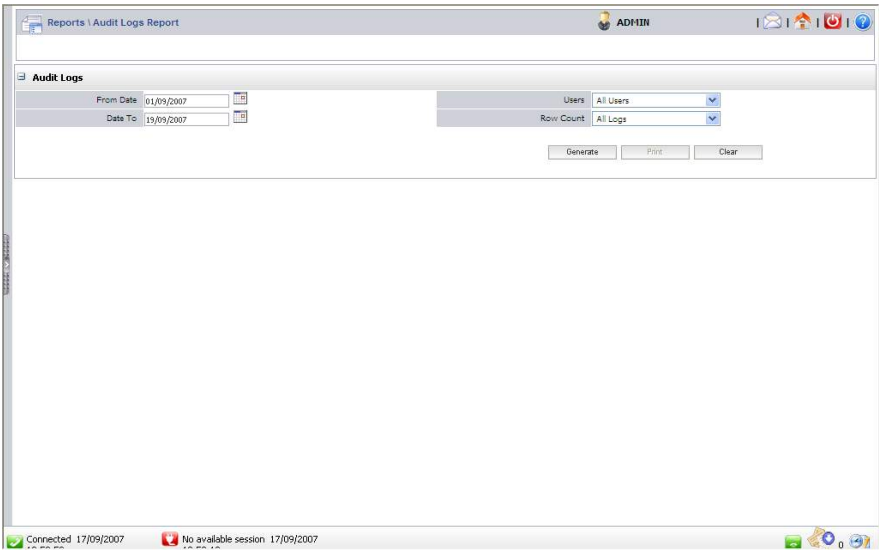



Figure 8-39: Audit Logs

Enter the **Date From –To** by clicking the *Calendar*  icon to select the required dates. Select the **User** name from the drop-down list or you can choose to generate an audit log for all users. Select the **Row Count**, which is the number of rows you wish to display in a page, from the drop-down list. Click *Generate* to display the log records (Figure 8-40). As you can see the following information are generated and displayed: **Audit Date, User, Operation;** (delete, view, edit, update, etc.) **Workstation IP Address** and **Description**.

To blank the entry fields, click *Clear*. To print out the logs in form of hard copies, click *Print*.

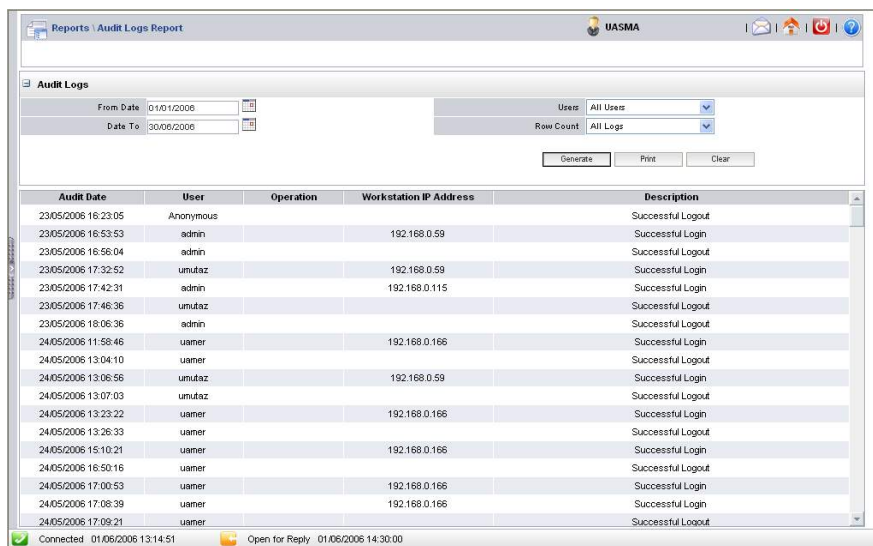


Figure 8-40: Audit Logs results

8-3 Log Management

The **Log Management** function (Figure 8-41) is designed to enable the user Export/ Import log files for archiving and retrieving purposes.

Page No.: 0702

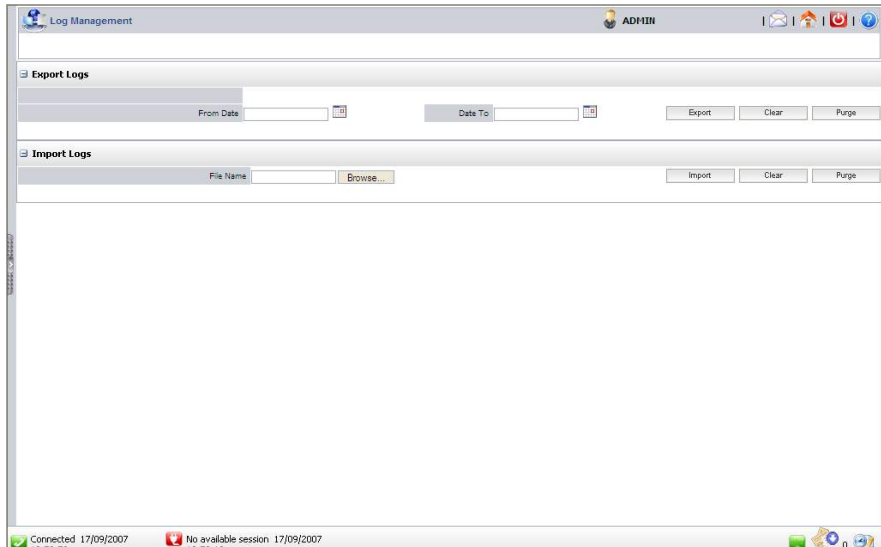


Figure 8-41: Log Management

Users may wish to keep archiving records of the system auditing logs for a certain period of time and here they need to *Export* the logs into XML files. Also, a user may wish to retrieve the logs for a certain period of time, and here he needs to *Import* the XML files again into the system

To **Export Logs**, select the **Date From –To** from the available calendar and click **Export** to convert the logs into XML files. You will get a **File Download** dialogue box that offers you three options, whether to *open* the file, *save* it or *cancel* the process. See (Figure 8-42). Click the required one to proceed. If you click the first option, you will get the file opened in XML format (Figure 8-43). You can also save the file in XML format by clicking the second option. To cancel the export process, click the third option. Now back to the Log Management page, to blank the entry fields, click **Clear**. To delete the logs permanently, click **Purge**.

To **Import Logs**, click **Browse** and select the **XML File Name** and click **Import**. When you are completely done, a pop-up message will appear to you; “*Import Was Successfully Done*” informing you about the successful status of the operation. To blank the entry fields, click **Clear**. To delete the logs permanently, click **Purge**.

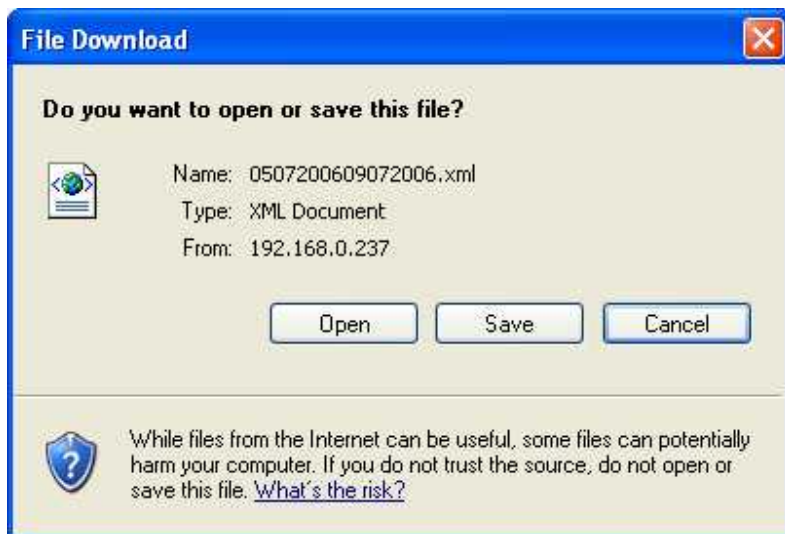


Figure 8-42: *File download*



Figure 8-43: *The log file in XML format*

8-4 User Information

The **User Information** function (Figure 8-44) is designed to enable the user to generate a report of users' information.

Page No.: 0703

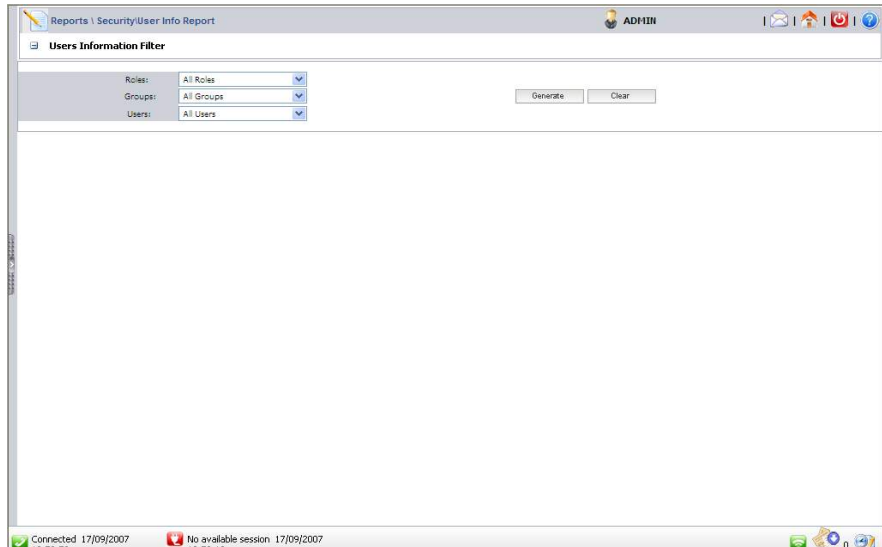


Figure 8-44: User Information

In the **User Information Filter**, select the **Roles**, **Groups**, and **Users** from the available drop-down lists.

Click **Generate** to retrieve and display the following information about each user: **User Login**, **User Name**, **E-mail**, **Fax**, **Phone** and **Mobile** (Figure 8-45).

To empty the fields, click **Clear**.

Reports > Security/User Info Report

Users Information Filter

User Login	User Name	E-Mail	Fax	Phone	Mobile
uall			0303	12	079
uasima					
admin	administrator	not_realy@hotmail.com	5258013	5655967	0777755224
umuluz					
uumar					
Omar	Omar	Omar@PS.com	56565656	075070070	65656565
ihall					
Ahmad					

Connected: 02/07/2006 16:36:52 Open: 02/07/2006 16:30:00

Figure 8-45: *User Information Report*

8-5 ACL Management

ACL stands for *Access Control List*. **ACL Management** function (Figure 6-46) enables the administrator to grant privileges to users on certain branch(s), in order to view and access cheques that belong to this branch(s). The administrator may allow users of certain branch privileges to view and access cheques of it.

Page No.: 0705

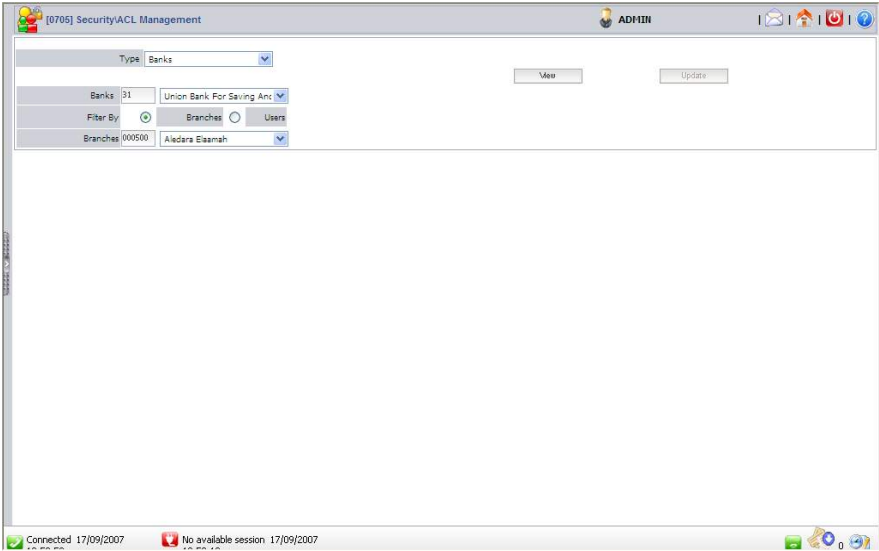


Figure 8-46: ACL Management

Users of the system can not view or access cheques if they are not privileged on the BFD or the Pay banks' branches that have the processed cheque(s). The administrator should define the ACL for each user according to the branch they work for.

To start, select the **Type** and the **Bank** from the drop-down list of each. **Filter** the variables by which you will display the lists; by **Users** (Figure 8-47) and then select the user from the available list or by **Branches** (Figure 8-48) and then select the branch from the available list. Click **View** to display users of a certain branch that will be garneted privileges to view processed cheques at this branch. Or to display branches a user will be granted privileges to view its cheques.

Let's put it in examples: branch X users should not view and access branch Y cheques, or branch Z, and the same rule for branch Y and Z. On the other hand; the administrator at the Head Office may need to give the user, who works at the

Head Office, privilege to view and access cheques for all branches upon daily work needs and requirements.

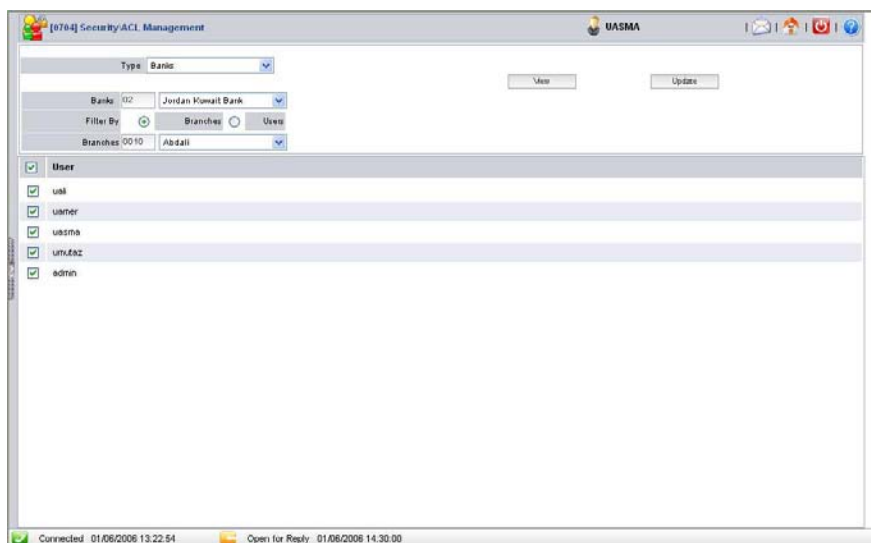


Figure 8-47: By users

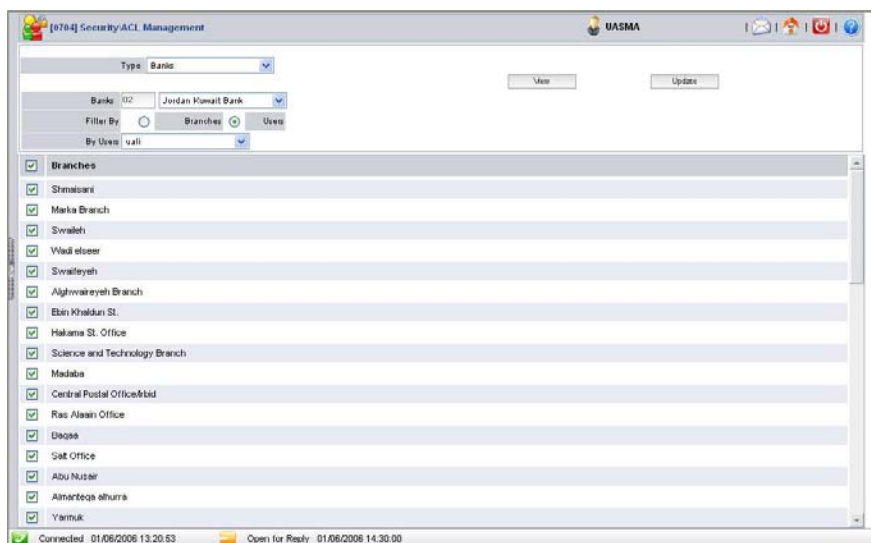




Figure 8-48: By branches

8-6 Log Out

In order to exit the **PS-ECC** system you must log out of the system in a legal manner by using the **Logout** function of the security system menu. Or you can use the **Logout**  icon that is found on the upper right side in all pages of the system.

* **Important Note:*** The user must log out legally before exiting the system; otherwise he will be counted as a logged user having an open session and this may cause to locking cheques and batches.

APPENDIX 1

FREQUENTLY ASKED QUESTIONS

1. What's Cheque Clearing?

Cheque clearing is simply the process of manipulating paper cheques deposited into customer accounts in a financial institution and drawn on accounts in another financial institution that is different from the one the cheque was deposited at.

2. What's the Electronic Cheque Clearing (PS-ECC) system?

PS-ECC system is the process of capturing the cheque image (Front & Back), manipulating the cheque, and then sending it to the Pay Bank through the communication lines between the BFD, ECCU (Central Bank), and the Pay Bank

3. What's the breakthrough that PS-ECC has brought to the banking sector?

The breakthrough that the PS-ECC has brought to the banking sector is time, money, and effort saving, especially regarding the reducing of the time needed to move the cheques from the BFD Bank to the Pay Bank.

4. What distinguish the manual cheque clearing from the electronic cheque clearing?

1. Dealing with the cheque's image instead of the physical cheque.
2. Transforming the cheque's image via the communication lines instead of the traditional transformation means.

5. What's the benefit of PS-ECC?

1. Saving time, cost, and money.
2. Truncating the risk; lose, forgery, and stealing, that may face cheques carriers during the daily transference from place to another.

6. How many parts are supposed to be involved in the clearing process?

Three parts are supposed to be involved in the electronic clearing process, and theses parts are:

1. **BFD Bank:** Bank of First Deposit (the beneficiary bank).
2. **ECCU:** Automatic Clearing House; at which the automatic clearing process will be held instead of clearing the cheques manually at the clearing room within the predefined clearing session.
3. **Pay Bank:** The bank on which the cheque is drawn and paid.

7. What are the procedures that a teller should validate before scanning the cheque?

1. Tellers should validate the clearance of the scanned image.
2. Tellers should validate that the MICR information has been read correctly.
3. Tellers should validate that the drawer signature is existed.
4. Tellers should validate that the beneficiary signature is existed.

8. What are the fields that a scanner user has to fill in when creating a new batch from the scan page?

1. BFD Bank
2. BFD Branch
3. BFD Account Number
4. Reference Number
5. Batch Amount
6. Total Count
7. The urgency level of the cheque
8. The type of the cheque (Normal, or postdated)

9. What can a user do if the scanner couldn't read the cheque MICR line properly?

We can either edit the MICR information, or delete the cheque and rescan it.

10. Will the amount of the cheque be filled automatically when we scan the cheque?

NO!

11. Does the scanner read the cheque information when we scan this cheque?

The scanner reads the MICR information only, but it doesn't read the customer name, the amount, and the date of the cheque.

12. What is the actual time needed for the presented cheque to reach the Pay Bank?

Maximum 2 minutes.

13. How can the technical clearing user make sure that a cheque signature is correct?

By referring to the banking system that holds the signature of the account holder.

14. What's the Early Item?

This function is used to display the cheques that were presented to the Paying bank after the end of the Clearing session that was held one day before (yesterday), to ensure that they will be treated with higher priority.

15. What should a user do if the connection line disconnected?

1. If the connection between the branch and the commercial bank Head Office disconnected and the user couldn't see the system; thus it's the responsibility of the commercial bank to handle the problem.
2. If the connection between the commercial bank Head Office and the ECCU disconnected, the system administrator can detect the disconnection from the line monitor page, and it's the responsibility of both (the HO & the ECCU) to fix the problem.

16. Who will handle the cheques in the Quality Assurance page?

Business managers (Branch Manager, Head of Outward Clearing department)

17. Who will handle the cheques in the Scan page?

Tellers

18. After sending the cheques inside the batch to the Pay Bank, can we cancel this operation in order to return the cheque to the QA or to the Repairing?

No we can't.

19. From where can we delete a batch?

Batch can be deleted from three pages, Scan, Data Entry and Repair.

20. Does the Pay Bank receive the cheques in batches or separated as single cheques?

No! The Pay Bank receives the cheques; separated.

21. At the Pay Bank; can we view the return reasons that the user at the previous clearing page has added to the cheque?

Yes; of course we can view the last return reason that has been added on the cheque by pressing a button "Old Reason".

22. When does the Central Bank execute an Auto-Reply?

The Central Bank replies on the cheque automatically when the reply time elapses any yet no reply has come from the Pay Bank

23. What are we going to do with the physical cheque that we receive from clients? Shall we return it to the client once we scanned it? Or we have to wait until we receive the reply from the Pay Bank then we return the cheque (either accepted or rejected) to the client?

All presented cheques will be stored at the BFD Bank (as recommended by the CBJ), except the rejected cheques that are going to be returned to the client.

- 24. If we forgot to insert a cheque, during scanning, in a batch that is already created and has all cheques ready, how can we insert this cheque in the batch?**

We can add a cheque into an existing batch if the batch hasn't been uploaded yet to the data entry or to the quality assurance; by using the *Add New Cheque* tool.

- 25. What will happen if we tried to send a cheque after the end of the session? Will the system reply automatically that you cannot send the cheque? Or the system will keep the cheque BFD Request Export until the next day's session becomes active?**

The system will reply automatically that the cheque is rejected with the return reason "No Available Session".

- 26. What are the responsibilities of each user (each role) at the bank? And what are the pages they are expected to have privileges on?**

There are two types of users who will use the system:

1. *Administrators*: System Administrators, Business Managers.
2. *End Users*: Tellers.

- 27. How many times the system is permitting the user to send the cheque to the Pay Bank?**

The cheque can be sent to the Pay Bank just for two times; as it will be rejected automatically from the Central Bank if we tried to present it for the third time.

- 28. Is there any constraint on sending the cheque to the Pay Bank if the amount is less than a certain amount?**

There is only one constraint; that we can't send a cheque with a Zero amount.

- 29. What kinds of slips are printed to the client, and when we are supposed to do so?**

The client is supposed to receive two kinds of slips:

- a. *Deposit Slip*: This slip contains the batch information, and the number of cheques we have received from the client. And this slip proves that we received the cheques.
- b. *Return Slip*: This slip contains the returned rejected cheques information and images.

- 30. Does the system perform any automatic auditing on the cheque information; that has been entered by the user, to make sure if they are identical with the information on the cheque image?**

The system, itself, doesn't audit any information of the cheque, also it doesn't compare between the cheque's information and the cheque's image. It only reads the MICR information and shows the user if there is any missing data.

31. Do we need to structure new changes to the daily work procedures of the bank when we operate the PS-ECC at the bank?

The decision of changing a certain bank's work procedures is based on the bank's policy and the load of work at the bank or the branch.

32. If the cheque was received in but rejected due to some missed data of the cheque image (for example: the drawer signature isn't existed on the cheque), how can we correct the cheque and send it again to the Pay Bank?

The rejected cheque has to be sent to the repair page in order to take the needed correction actions.

33. Does the system notify the user on urgent cheques, or any new cheques?
















Yes, the system notifies the user on any urgent cheque according to the notification settings.


















34. If any error has been occurred after sending the cheque to the Pay Bank, how can we roll-back the operation?













We can't rollback the sending operation.

APPENDIX 2

ICONS USE

ICON	DESCRIPTION
 Home Page	Wherever you are it takes you to the home page of the system.
 Logout	Logs the user out of the system in a legal manner.
 Help	Provides the user with on-line help about each function of the system.
 Notification	Notifies the user on the arrival of new cheque.
 Cheque Back	Displays the back of the cheque image.
 Cheque Face	Again displays the front of the cheque image.
 Rotation Left	Rotate the cheque image 90 degrees to the left.
 Rotation Right	Rotates the cheque image 90 degrees to the right.
 Flip Horizontal	Flips the cheque image horizontally to display it from its backside as if it was transparent and flipped across its vertical axis.
 Flip Vertical	Flips the cheque image vertically to display it from its backside as if it was transparent and flipped across its vertical axis.
 Fit Width	Increases the width of the cheque image to fit to the size of the window.
 Fit Height	Increases the height of the image to fit to the height of the window.
 Fit Size	Viewing the whole image by activating this function that will re-display the image. For fast zooming, the scan function includes percent zoom factor ranging from 5% to 400%.
 Zoom In	Increases the image size to get a closer view of the image.
 Zoom Out	Decreases the image size to get a distant away view of the image.

 Image Analyze	Enhances the clearness of the cheque image to the max., and removes any blots or defects.
 Less Brightness	Reduces the brightness of the cheque image.
 More Brightness	Enhances the brightness of the cheque image by increasing it.
 Reset	Returns the image to its normal size.
 Find	Executes the search criteria according to the entered value.
 Clear	Empty the entry fields in order to enter new values.
 Approve	Accepts batches or cheques to continue in the next stage of the clearing process.
 Reject	Refuses batches or cheques according to the stage they are in.
 Next	Shows next batch, cheque, or any other item in the list.
 Previous	Shows previous batch, cheque, or any other item in the list.
 Print	Prints out cheques images and information, each on separate page.
 Print Slip	Prints a slip that includes batch information and all cheques inside it and to which banks the cheques are going.
 Print Cheques	Prints a list of scanned cheques and detailed information about each.
 Reply	Checks the status of batches outward from the BFD banks; waiting for reply, accepted, or rejected.
 Resend	Resends rejected cheques; mainly for financial reason, from the master database to resume in the clearing cycle.
 Transaction	Displays all transactions of the mentioned cheque.
 Update	Saves the updated information of batches and cheques.

 Related Cheques	Displays all related cheques that belong to the same account number.
 Repair	Sends the cheque to the repair page to fix the errors.
 Delete	Deletes the selected item.
 Edit Cheque	Edits the information of the cheque, and it is used by the pay banks in the inward clearing process. The user may edit the cheque serial number, pay branch and pay account number.
 Folder up	Moves up to a higher level; the batch level and in certain cases the cheques list.
 Forward	Forwards the cheque to another user to decide upon it when the owner user is not sure what proper action should be taken in this cheque regard.
 Create Batch	Creates a new batch.
 Configuration	Configures the scanner set-up.
 Add New Cheque	Adds a new cheque to a batch that is created and already has all the scanned cheques inside it.
 Upload	Uploads a batch and all cheques inside it after the scanning stage.
 Upload All Batches	Uploads all batches, and all cheques inside it, in the scanning process at once.
 Save	In case auto save function is not set from the Scanner configuration you can use this icon to save data.

APPENDIX 3

0	Accepted	Active
1	Unavailable funds	Active
2	Not sufficient funds	Active
3	Closed Account	Active
4	Missing / Old date	Active
5	Amount in words and figures differs	Active
6	Irregular signature(s)	Active
7	Missing signature(s)	Active
8	First endorsement missing	Active
9	Irregular endorsement sequence	Active
10	Last endorsement missing	Active
11	Alteration requires drawers signature	Active
12	Check currency	Active
13	Check cannot be endorsed	Active
14	Not drawn on us	Active
15	Supporting documents not attached	Active
16	Missing stamps, insufficient stamps	Active
17	Check reported as lost	Active
18	Court order not to pay check	Active
19	Check is not MICR encoded	Active
20	Finger-print witness missing	Active
21	Account number doesn't belong to drawer	Active
22	Drawer bankruptcy	Active
23	Stop pay order	Active
24	Difference between check image and data	Active
25	Insurance check	Active
26	Currency not present in words	Active
27	Missing endorsement	Active
28	Difference between MICR and check amount	Active
29	missing bfd stamp	Active
989	No available session	Active
990	Presented On Same Session	Active
991	Duplicate Cheque	Active

992	System Old dated	Active
993	Suspended Bank	Active
994	Unreachable Destination	Active
995	Transaction Time Out	Active
996	Different BfdRSN	Active
997	Session reply time closed	Active
998	Check already paid	Active
999	Exceed re-presentment count	Active

APPENDIX 4

Parameter Name	Parameter Section	Parameter Value(s)	Parameter Description
The following parameters are targeted to set codes of the Return Reasons that will be replied to automatically from the ACH; as the defined code in this page must equals the defined code in the Return Reasons Page:			
AlreadyPaid	CenGlobalParams	998	This parameter refers to the code of the return reason "The cheque is already paid". And if you want to change the code of this reason from the Return Reasons page then you have to change the parameter's value.
OldDatedRsn	SysGlobalParams	992	This parameter refers to the code of the return reason "Old dated cheque". And if you want to change the code of this reason from the Return Reasons page then you have to change the parameter's value.
SameSessionPrsntRsn	SysGlobalParams	990	This parameter refers to the code of the return reason "The same session presentment". And if you want to change the code of this reason from the Return Reasons page then you have to change the parameter's value.
CheckSameSessionPrsnt	CenGlobalParams	0	0: Don't check, 1: Check (For example: if the parameter's value is 1 this means that the system will not allow the user to present the cheque twice in the same clearing session).
CheckDifferentBFD	CenGlobalParams	0	The parameter value is set to 0 if you want to prevent presenting the cheque again from a different bank. But if you want to allow this type of transactions then you can set the value to 1.
SuspendedBankRsn	CenGlobalParams	993	When the bank is suspended from the Central Bank due to a certain financial reason, then the ECCU will reply automatically with a return reason "Suspended bank" or "The bank is suspended". So this return reason must be defined in the Return Reasons page first. After that, you have to refer to this reason here in order to let the ECCU reply with the correct reason.
DifferentBFDRsn	CenGlobalParams	996	This parameter refers to the code of the return reason "The cheque has been presented before from a different bank".
DuplicateChequeRsn	SysGlobalParams	991	In the Scan page, there is a validation rule which prevents duplication of the entered cheques. This will never allow the user to rescan the cheque and upload it again. And if the user tries to, the system will prompt the message "Duplicate cheque MICR".
NoSessionRsn	SysGlobalParams	989	This parameter refers to the code of the system return reason "No available session".
StopPayOrder	CenGlobalParams	17	Refers to the return reason code "Stopped cheque or the Cheque is stopped".
TransactionTimeoutRsn	CenGlobalParams	0	If the Pay bank didn't send a reply to the cheque before the end of the session, then the Central Bank would reply automatically confirming that the cheque is rejected (if the value is 0), or that this cheque is accepted (if the value is 1).
UnReachableDestRsn	CenGlobalParams	994	This parameter refers to the code of the return reason "Unreachable destination". The ECCU will reply that the cheque is accepted or rejected (based on the previous parameter value) due to some problems in the Pay bank connection. The causes of this reason are: Pay bank is disconnected, or the Pay bank URL is not defined correctly.
BadPresCycle	CenGlobalParams	999	This parameter refers to the code of the return reason "Bad presentment cycle". The ECCU will reply that the cheque is rejected because it has exceeded the maximum no. of presentment cycles (attempts).
Time Global Parameters:			
TimeDiffCheckPoint	TimeGlobalParams	0	This parameter refers to the time difference between the ECCU and the commercial banks (0: means that there is no time difference, and there is real time synchronization).
PreviousTimeDifference	TimeGlobalParams	0	This parameter refers to the time difference between the ECCU and all banks (in seconds). The parameter value 0 means that there is no difference.
CurrentTimeDifference	TimeGlobalParams	0	This parameter refers to the time difference between ECCU and all banks (in seconds). The parameter value 0 means that there is no difference.

The following parameters are targeted to set lengths of the entry fields; (such as: the length of the bank code, branch code, account no., and amount).			
BranchCodeLength	CenGlobalParams	4	This refers to the Central Bank parameter; as the central bank can define the length of the branch code based on the country's policy.
PayAccountNumberLength	CenGlobalParams	16	This parameter defines the length of the account number (its length in Jordan = 16 digits).
BatchAmountLength	CenGlobalParams	15	This parameter defines the length of the amount field.
ChequeAmountLength	CenGlobalParams	12	The length of the cheque amount differs from one country to another based on the MICR format.
ChequeSerialLength	CenGlobalParams	6	The parameter defines the length of the serial number; (digits of the serial number).
BankCodeLength	CenGlobalParams	2	This parameter defines the length of the bank code (digits of the bank code).
The following parameters are targeted to configure the settings related to the Clearing session in order to define its closing time; the request closing time, the end of the grace period, and the closing time of the extended session, in case it has been extended ...etc			
AutoExtendType	CenGlobalParams	0	This parameter refers to the Auto Extend type. If the value = 1 this means that the system will extend the presenting time and the reply time. If the value = 2 this means that the system will extend the reply time only.
AutoExtendPeriod	CenGlobalParams	1	This parameter refers to the no. of days the daily session will extend to, incase you enabled the <i>Auto Extend</i> option from the sessions configuration page.
AutoRepDelayTime	CenGlobalParams	0	This parameter refers to the delay time (in minutes) the ECCU will spend in sending the auto reply. When the value = 0; then there is no delay in the auto reply action.
ReplyGracePeriod	CenGlobalParams	5	This parameter refers to the no. of minutes defined as a last chance to reply to the cheques.
RegularChequesReplyPeriod	CenGlobalParams	150	This parameter refers to the expected period needed to reply to the regular cheques. This period is defined in minutes from the ECCU.
SRequestGracePeriod	CenGlobalParams	5	This parameter refers to the no. of minutes defined as a last chance to present the cheque or to submit the request.
SsnExtLastWorkingDay	CenGlobalParams	01/01/1970 00:00:00	The last date and time for the clearing session that has been extended by the users at the Central Clearing Unit.
SsnExtNextDate	CenGlobalParams	19/04/2007 17:00:00	When selecting the Auto Extend option, then you have to define the extension period (the end of the session or the cut of time for the next clearing day) by setting this parameter.
SsnExtExecTime	CenGlobalParams	17:00:00	This parameter refers to the time when the extension of a session ends.
SsnExtMakeWorkingDay	CenGlobalParams	0	The purpose of this parameter is to enable or to disable the extension of the clearing session (0 = disable, 1 = enable).
SsnExtIsWorkingDay	CenGlobalParams	0	Useless (not functional).
InsEarlySsnPeriod	CenGlobalParams	10	This parameter is set in response to the PROMPT CHECK in the UAE. This defines the maximum no. of sessions to be opened in advance (per day). And it becomes active when you set the parameter (PromptCheckType) to 1.
RequestGracePeriod	CenGlobalParams	30	This parameter refers to the no. of minutes defined as a last chance to present the cheque or to submit the request.
SRequestGracePeriodBank	CenGlobalParams	0	Useless (not functional).
The following parameters must be defined by the Central Bank based on the governmental policies and the Central Bank policies. After defining the values of these parameters, you can setup the roles that will be applied on all the commercial banks.			
BlackList	CenGlobalParams	0	When this parameter value = 0 this means that the Black List option is not active.
CenBnkCode	CenGlobalParams	0	This parameter refers to the code of the Automatic Clearing House (ECCU).
MaxPresCycle	CenGlobalParams	3	This parameter refers to the maximum no. of presentment cycles. In case of exceeding the predefined maximum no., the ACH will automatically reject the cheque without sending it to the Pay bank.
AutoUpdBrnchUrg	CenGlobalParams	0	This parameter is set to enable/disable the batch urgency level in all the pages. Since 0 = disable the urgency level and 1 = enable the urgency level.
ChequeAgeType	CenGlobalParams	2	1 refers to Days and 2 refers to Months.

CentralReject	CenGlobalParams	1	This parameter refers to the behavior of the ECCU regarding the auto reply. In other words; if you want to enable the ECCU auto reply, then you can set this parameter value to 1, so that the ECCU will automatically reject the cheques under certain circumstances.
EnableResendRepair	CenGlobalParams	0	To enable the Resend and Repair buttons, set this parameter value to 1. To disable the buttons set the parameter value to 0.
EnableUrgentAutoReply	CenGlobalParams	0	The purpose of this parameter is to enable/ disable the auto reply from the system to the urgent cheques. To enable auto reply, set the parameter to 1, and to disable it set the parameter to 0.
EnvTestFlg	CenGlobalParams	0	A flag refers to the status of the system; if it is under testing (the value = 1), or it is on the production environment (the value = 0). This parameter is set for the PROMPT CHECK of the UAE; since it is very important to identify the cheque you are sending to the Central Bank for testing purposes.
HideStatusBar	CenGlobalParams	1	To view the status bar set the parameter to 1, and to hide the status bar set the parameter to 0.
BankCode	MicrInfo	3,3,1,999	This parameter describes the format and length of the bank code in the MICR line. The bank code format and length vary from one country to another.
BranchCode	MicrInfo	3,3,1,999	This parameter describes the format and length of the branch code in the MICR line. The branch code format and length vary from one country to another.
MicrStructure	MicrInfo	<code>^<(\d{1,6})<s?(\d{1,2})=?(\d{1,4}):s*((?:\d s)=){1,16}<(?s?;(\d{0,11});)?s*\$</code>	This parameter defines the MICR structure; since any change in this structure will cause a different reading of the MICR information.
AccountNo	MicrInfo	1,18,1,99999999999999999999	Useless (not functional).
ChequeSerialNo	MicrInfo	6,13,1,9999999999999999	Useless (not functional).
Amount	MicrInfo	3,11,1,000,99999999	Useless (not functional).
The Central Web Services Path and the Bank Web Services Path:			
CentralWebServicePath	NETCommParams	/ECCCentralServices/CentralWebSvc.asmx	This parameter refers to the path of the web services (where it is located on the server). So you have to make sure that the path is written correctly after finishing the installation (deployment).
BankWebServicePath	NETCommParams	/ECCBankServices/BankWebSvc.asmx	This parameter defines the path of the web services (in other words; where the web services are located).
immediateDSU	NETCommParams	1	This parameter refers to the Immediate Reply (Automatic Reply) when the destination is unreachable. To enable this net communication parameter set the value to 1, and to disable it set the value to 0.
The following parameters are targeted for the Postdated Cheques:			
PostdatedSchdl	SysGlobalParams	01012000010000	The post dated cheques schedule is updated automatically from the ECCU by the system services.
NextPostdatedStatus	SysGlobalParams	1050	This parameter refers to the status of the postdated cheques when the due date comes.
IntegratPostdated	SysGlobalParams	0	This parameter indicates if it is required to add an integration record when postdated cheques are due.
EarlyChequesSchdl	SysGlobalParams	01012000040000	The value of this parameter is supposed to be updated automatically by the system services in order to show the exact date of the early items. (Usually; the date of the early item is the next clearing day).
The Following parameters are targeted to adjust the Scan page settings; each commercial bank can adjust these settings according to its own rules and according to its own rules and working procedures:			
uploadIncompleteChq	SysGlobalParams	1	This parameter enables the user to allow or deny the Upload button incase there are some missing data in the cheque. (1 to enable the Upload button and 0 to disable the Upload button).
UploadBalancedAmount	SysGlobalParams	0	0 = Not allowed to upload, 1= Allow to upload
UploadBalancedCount	SysGlobalParams	0	The purpose of this parameter is to enable or to disable the upload operation from the scan page when there is no match between the Actual Count and the Total Count, (0 = Do not allow the upload , 1 = Allow the upload).
uploadBlankMICR	SysGlobalParams	1	1 = allow uploading a blank MICR, 0 = deny uploading a blank MICR.

enableMICREdit	SysGlobalParams	1	1 = enable the Edit button, 0 = disable the Edit button.
AllowBatchChequeExtraInfo	SysGlobalParams	1	This parameter can be adjusted to view the extra information in the scan page (cheque note, drawee name and batch extra information). 1 is to enable viewing extra information, and 2 is to disable viewing extra information.
ExportAcceptedCheques	SysGlobalParams	0	The purpose of this parameter is to enable/disable exporting the accepted cheques at the inward stage. And it is more useful for the PROMPT CHECK in the UAE.
showSingleScan	SysGlobalParams	0	This parameter is to enable the Single Scan button in the Scan page that allows the user to create batches that contain single cheques. To enable the single scan set the value to 1, and to disable it set the value to 0.
The following parameters must be defined to satisfy the bank's needs; such as: defining the default values and the default system settings (Default Language, and Default Currency):			
MinDaysToKeepImages	ArchiveParams	30	This parameter refers to the minimum period (in days) to keep the images of the processed cheques in the online database. Hence after the elapse of this period the cheques images will be moved to the offline database through the archiving utility.
WeekEnd	SysGlobalParams	FRI,SAT	To define the weekend of the country; you have to write the first 3 letters of the day. (For example: FRI, SAT, SUN,...etc).
EnableMenuCntrs	SysGlobalParams	0	If the value of this parameter = 1, this means that the no. of cheques in each page will be shown in the main menu. But if its value is set to 0, then this means that the no. of cheques in each page will never appear in the main menu.
KeepInMasterPeriod	SysGlobalParams	1	This refers to the no. of days allowed to retain the cheque in the master Database. Also this implies that when you accept a batch from the replied batches, the cheques inside this batch will never move to the history database until the Keepinmaster period ends.
ActivateAclFilter	SysGlobalParams	1	The purpose of this parameter is to enable the filter option in the ACL page (Filter by users or Filter by branch). 1= enable filter by users and 0 = disable filter by users.
DefSysCurrency	SysGlobalParams	400	If the default system currency = 400; this means that the system will show only the available sessions for the JD on the Status Bar.
DelLogoutUserInterval	SysGlobalParams	600	This parameter is supposed to delete the user's session after the predefined period has passed. Useless (not functional).
LogoutUserInterval	SysGlobalParams	180	This parameter refers to the length of the user session. In other words; the user session will end, and the user will be logged out after the predefined no. of seconds elapses, (for example: 180 seconds).
DefBnkCode	SysGlobalParams	0	In case of having a bank that is owned by another bank (for example: Philadelphia bank is owned by JNB), so the owner bank code is to be defined here. For example if you wish to set the owner bank code of your bank to 02; this means that your bank is owned by JNB... etc.
EccDatabaseLocalVersion	SysGlobalParams	4.15.7.4	This parameter refers to the ECC database version, and it will be reflected in the Home page.
PromptCheckType	SysGlobalParams	1	The purpose of this parameter is to define the type of settlement, whether it is Prompt Settlement or Prompt Cheque. 1: if the bank is Prompt Settlement, 2: if the bank is Prompt Cheque.
BfdAccountNumberLength	SysGlobalParams	16	The maximum length of the account number.
DefSysLang	SysGlobalParams	1	1= English, 2 = Arabic.
AccountMask	SysGlobalParams	000-00000-00-00-0000	Useless (not functional).
AllowInHouse	SysGlobalParams	1	The purpose of this parameter is to enable the In-House clearing set the value to 1, and to disable the in-house clearing set the value to 0. Also it is important to mention that enabling the In-House clearing requires a Hash Function.
The following parameters are targeted to control the behavior of the system services:			
UrgentRetrySleep	SysGlobalParams	3	This parameter refers to the maximum no. of retries allowed for sending the urgent cheque from the BFD bank to the Pay bank. In case of exceeding the maximum no. of retries without being able to send the cheque to the Pay bank, the ECCU will reply confirming that this cheque is rejected due to the reason "Unreachable Destination".
NotifyForwardRead	SysGlobalParams	1	This parameter is set to notify the users of any forwarded cheques to their accounts; however this service is not available yet.

NotifyForwardUnRead	SysGlobalParams	1	This parameter can be set to 1 if you want to notify the users of any forwarded cheques to their accounts; however this service is not available yet.
NtfyFrwrUnReadTime outU	SysGlobalParams	00:01	This parameter is not active yet, as it is supposed to be enabled when a complete Notification system is integrated. In other words; this parameter is set to notify the user of any new forwarded urgent cheque. But this service is not available yet.
NtfyFrwrUnReadTime outR	SysGlobalParams	00:01	This parameter is not active yet, as it is supposed to be enabled when a complete Notification system is provided in the future versions. In other words; this parameter is set to notify the user of any new forwarded regular cheque. (It's the same like the urgent cheque notification message!!)
FrwrUserClearPeriod	SysGlobalParams	30	This parameter refers to the period of locking the forwarded cheque. After this period the cheque will be released automatically.
IntegrateReplies	SysGlobalParams	0	Useless (not functional).
MaxRetries	SysGlobalParams	50	This parameter refers to the maximum no. of retries the communication services will attempt to send the cheque from one site (server) to another. After exceeding the maximum no. of attempts without being able to deliver the cheque, the result will be "Communication Failed".
HeartFailure	SysGlobalParams	1	It is highly important to set this parameter value to 0 or 2. If it has been set to 1; then this indicates that the services are not working properly (especially; the broadcasting services and the sessions services). The value 0 = Online, 1 = offline, 2 = initial value.
HeartBeatPeriod	SysGlobalParams	10	This parameter refers to the no. of minutes to check out the connection between the App. Server and the DB Server. For example, if the parameter value is set to 10 then the Heart Beat service will become active every 10 minutes and it will check up the connectivity.
UpperRetryPeriod	SysGlobalParams	8	Useless (not functional).
SvcHeartBeatPeriod	SysGlobalParams	15	This refers to the no. of minutes that the system will wait before refreshing the Services icon on the Status Bar. (In other words; the system will refresh the Services icon every 15 minutes, 16 Minutes, 17 Minutes... etc).
BroadCastFlag	SysGlobalParams	1	0 = Don't broadcast, 1 = Broadcast
ImageCheckStatus	SysGlobalParams	1050	The Status of the cheque full image (both of the front image and back image are available).
IntegrateRequests	SysGlobalParams	0	Useless (not functional).
UrgentExpectedPeriod	SysGlobalParams	5	Useless (not functional).
UrgentRetryCount	SysGlobalParams	3	This parameter refers to the no. of maximum retries (attempts) the system services are not to exceed when sending urgent cheques. The system services can send the urgent cheques for 3 times before receiving the system auto reply "Unreachable destination".
MaxRtryCnt	SysGlobalParams	5	This parameter refers to the maximum no. of retries (attempts) the services will attempt to send a cheque or to change the status of the cheque.
ReadPeriod	SysGlobalParams	1	Useless (not functional).
LastHeartBeat	SysGlobalParams	19042007143735	This parameter refers to the last date and time of checking the connection between the application server and the database server.
MergeRegularUrgencies	SysGlobalParams	1	This parameter is set to enable merging different urgencies and to treat them as one urgency level (set the value to 1), or to disable merging different urgencies (set the value to 0).
NcpDate	SysGlobalParams	05-SEP-07	This parameter defines the date of the Net Clearing Position (NCP) that will be sent to the RTGS.
NcpFileID	SysGlobalParams	2	This parameter defines the File ID of the Net Clearing Position (NCP) that will be sent to the RTGS.

JASPER REPORTS

PS-ECC reporting system provides its users with the ability to generate different reports and display the information related to the cheques in their different statuses. Users can usually generate reports after selecting the filtering criteria which will limit the report results to their desires. In addition, users can print the reports and have hard copies of the information included in them.

The following are the ***Jasper Reports*** menu items (Figure 1):

- Presented Cheques By Branch
- Presented Cheques By bank
- Returned Cheques By Branch
- Returned Cheques By Bank
- System Returned Cheques By Branch
- System Returned Cheques By Bank
- Report for Not Presented Cheques
- Destination Unreachable Cheques By Branch
- Destination Unreachable Cheques By Bank
- Pending Cheques by Branch
- Pending Cheques by bank
- Received Cheques By Branch
- Received Cheques By Bank
- Rejected Cheques By Branch
- Rejected Cheques By Bank
- System Accepted Rejected Cheques By Branch
- System Accepted Rejected Cheques By Bank
- System Accepted Rejected Cheques By Reason
- Net Clearing Position
- Presented and Rejected Cheques
- Received and Returned Cheques
- Cheques Processing Status
- Suspended Banks
- Report For Reconciliation

To start working and selecting the required report, select the **Jasper Reports** from the *Reports* menu so that a list of the available reports will be displayed (Figure-1).



Figure 1: Jasper Reports

1. Presented Cheques By Branch

Menu: Reports/ Jasper Reports/ Presented Cheques By Branch

Purpose: This report is generated to display the information pertaining to the cheques presented to the Pay bank; cheques in this report are filtered according to their BFD bank branches.

This page (Figure 6-2) is displayed when clicking on this report from the *Jasper Reports* list.

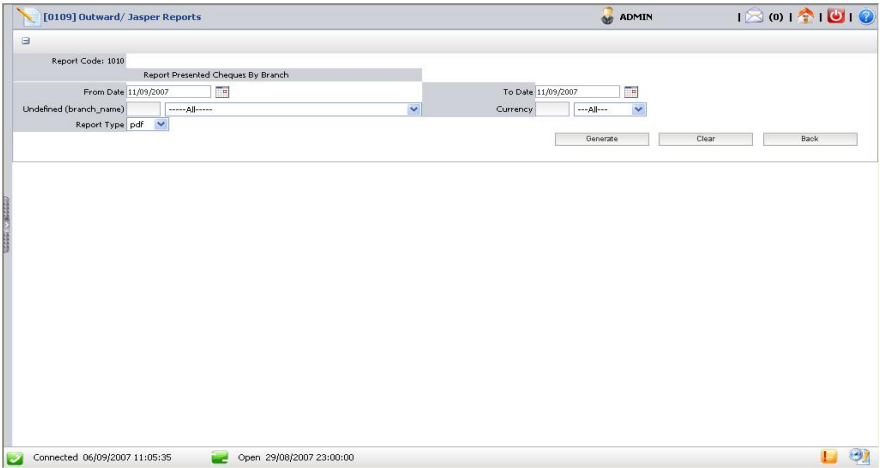


Figure 6-2: Reports/ Presented Cheques By Branch

In order to refine the report's results and display them as to your desire, you can select the following filtering criteria; select the **From Date- To Date** by clicking on the *Calendar* icons next to them and selecting the desired dates; from the **Branch-name** drop-down list, select the branch whose cheques are desired to be displayed so that the *Branch Code* will appear in the field next to the drop-down list; select the currency of the desired cheques from the **Currency** drop-down list and the *Currency Code* will appear in the field next to the drop-down list; from **Report Type** drop-down list, select to view the report in a *PDF page* (meaning that the user can not perform any action on the cheques info) or as an *Excel sheet* (which means that you can perform the **Excel** operations on the cheques information). Notice that selecting *All* from the **Branch-name** and the **Currency** drop-down lists will display all cheques regardless their bank branches or currencies.

When being done with selecting the filtering criteria, click on **Generate** to display the report's results which will match the selected criteria; click on **Clear** if you wish to empty the fields; click on **Back** should you wish to return to the **Jasper Reports** list.

Clicking on the **Generate** button with **PDF** is selected from the **Report Type** drop-down list; the report will appear as a **PDF** page (Figure 6-3). Thus, you can not perform any action on the report's information but you can print the report and get a hard copy of it.

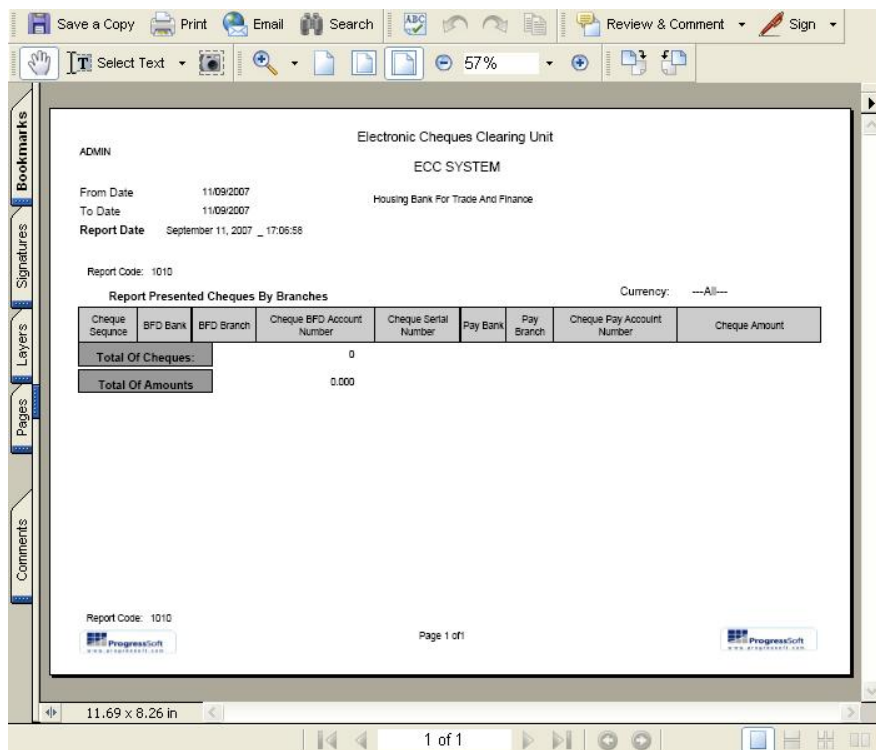


Figure 6-3: Report Presented Cheques By Branch/Generate as a PDF page

The following information about each cheque will be included in the report; the *Cheque Sequence*, *BFD Bank* and *BFD Branch*, *Cheque BFD Account Number*, *Cheque Serial Number*, *Pay Bank* and *Pay Branch*, *Cheque Pay Account Number*, *Cheque Amount*, *Total Of Cheques* and *Total Of Amounts*.

2. Presented Cheques By Bank

Menu: Reports/ Jasper Reports/ Presented Cheques By Bank

Purpose: This report is generated to display the information of the cheques presented to the Pay bank; cheques in this report are filtered according to their Pay banks.

This is the first page (Figure 6-4) to display when clicking on this report from the *Jasper Reports* list.

Figure 6-4: Reports/ Report Presented Cheques By Bank

In order to refine the report's results and display them as to your desire, you can select the following filtering criteria; select the **From Date- To Date** by clicking on the *Calendar* icons next to them and selecting the desired dates; from the **Bank-name** drop-down list, select the Pay bank whose cheques are desired to be displayed so that the *Bank Code* will appear in the field next to the drop-down list; select the currency of the desired cheques from the **Currency** drop-down list and the *Currency Code* will appear in the field next to the drop-down list; from **Report Type** drop-down list, select to view the report in a *PDF page* (meaning that the user can not perform any action on the cheques information) or as an *Excel sheet* (which means that you can perform the **Excel** operations on the cheques information). Notice that selecting *All* from the **Bank-name** and the **Currency** drop-down lists will display all cheques regardless their banks or currencies.

When being done with selecting the filtering criteria, click on **Generate** to display the report's results which will match the selected criteria; click on **Clear** if you

wish to empty the fields; click on ***Back*** should you wish to return to the ***Jasper Reports*** list.

The same information pertaining to each cheque in the ***Report Presented Cheques By Branch*** (***Section 6-1-1***) will be included in this report as well; the *Cheque Sequence, BFD Bank and BFD Branch, Cheque BFD Account Number, Cheque Serial Number, Pay Bank and Pay Branch, Cheque Pay Account Number, Cheque Amount, Total Of Cheques and Total Of Amounts.*

3. Returned Cheques By Branch

Menu: Reports/ Jasper Reports/ Returned Cheques By Branch

Purpose: This report is generated to display the cheques presented by the BFD and returned (rejected) by the Pay bank; cheques in this report are filtered according to their BDF bank branches.

This is the first page (Figure 6-5) to display when clicking on this report from the *Jasper Reports* list.

The screenshot shows a web-based report generation interface. At the top, the title bar reads "[0109] Outward/ Jasper Reports" and the user is logged in as "ADMIN". The main form is titled "Report Returned Cheques By Branch". It contains the following fields and controls:

- Report Code:** 1020
- From Date:** 12/09/2007 (with a calendar icon)
- To Date:** 12/09/2007 (with a calendar icon)
- Undefined (branch_name):** A dropdown menu currently showing "All".
- Currency:** A dropdown menu currently showing "All".
- Report Type:** pdf (with a dropdown arrow)

At the bottom right of the form are three buttons: "Generate", "Clear", and "Back". The status bar at the very bottom indicates the system is "Connected 12/09/2007 08:13:36" and the report was "Open 29/08/2007 23:00:00".

Figure 6-5: Reports/ Report Returned Cheques By Branch

In order to refine the report's results and display them as to your desire, you can select the following filtering criteria; select the **From Date- To Date** by clicking on the *Calendar* icons next to them and selecting the desired dates; from the **Branch-name** drop-down list, select the branch whose cheques are desired to be displayed and the *Branch Code* will appear in the field next to the drop-down list; select the currency of the desired cheques from the **Currency** drop-down list and the *Currency Code* will appear in the field next to the drop-down list; from **Report Type** drop-down list, select to view the report in a *PDF page* (meaning that the user can not perform any action on the cheques information) or as an *Excel sheet* (which means that you can perform the **Excel** operations on the cheques information). Notice that selecting *All* from the **Branch-name** and the **Currency** drop-down lists will display all cheques regardless their branches or currencies.

Once you are done, click on the **Generate** button to display the cheques that match the selected filtering criteria; click on **Clear** if you wish to empty the fields; click on **Back** to go back to the **Jasper Reports** list.

Clicking on the **Generate** button with **PDF** is selected from the **Report Type** drop-down list; the report will appear as a **PDF** page (Figure 6-6). Thus, you can not perform any action on the report information but you can print the report and get a hard copy of it.

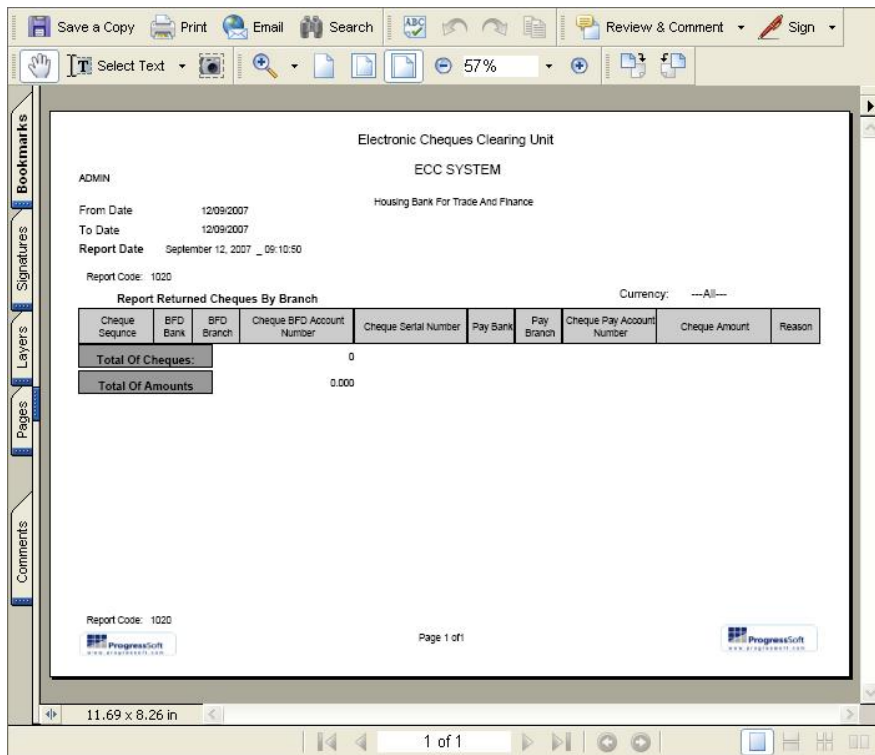


Figure 6-6: Report Returned Cheques By Branch/ Generate as a PDF page

The following information will be displayed to you; *Cheque Sequence*, *BFD Bank*, *BFD Branch*, *Cheque BFD Account Number*, *Cheque Serial Number*, *Pay Bank*, *Pay Branch*, *Cheque Pay Account Number*, *Cheque Amount* and *Reason* in addition to the *Total Of Cheques* and *Total Of Amounts*.

4. Returned Cheques By Bank

Menu: Reports/ Jasper Reports/ Returned Cheques By Bank

Purpose: This report is generated to display the cheques presented by the BFD and returned (rejected) by the Pay bank; they are filtered according to their Pay bank.

This is the first page (Figure 6-7) to display when clicking on this report from the *Jasper Reports* list.

The screenshot shows a web-based application window titled "[0109] Outward/ Jasper Reports". The user is logged in as "ADMIN". The main form is titled "Report Returned Cheques By Bank". It contains the following fields and controls:

- Report Code:** 1021
- From Date:** 12/09/2007 (with a calendar icon)
- To Date:** 12/09/2007 (with a calendar icon)
- Bank Name:** All (dropdown menu)
- Currency:** All (dropdown menu)
- Report Type:** pdf (dropdown menu)
- Buttons:** Generate, Clear, Back

The status bar at the bottom indicates the application is "Connected 12/09/2007 16:32:12" and the report was "Open 29/08/2007 23:00:00".

Figure 6-7: Reports/ Report Returned Cheques By Bank

Select the following filtering criteria; select the **From Date- To Date** by clicking on the *Calendar* icons next to them and selecting the desired dates; from the **Bank-name** drop-down list, select the Pay bank whose cheques are desired to be displayed so that the *Bank Code* will appear in the field next to the drop-down list; select the currency of the desired cheques from the **Currency** drop-down list and the *Currency Code* will appear in the field next to the drop-down list; from **Report Type** drop-down list, select to view the report in a *PDF page* (meaning that the user can not perform any action on the cheques information) or as an *Excel sheet* (which means that you can perform the **Excel** operations on the cheques information). Notice that selecting *All* from the **Bank-name** and the **Currency** drop-down lists will display all cheques regardless their banks or currencies.

When being done with selecting the filtering criteria, click on **Generate** to display the report's results which will match the selected criteria; click on **Clear** if you wish to empty the fields; click on **Back** should you wish to return to the *Jasper Reports* list.

The same information displayed when generating ***Returned Cheques By Branch*** report (***Section 6-1-3***) will appear here in this report; *Cheque Sequence, BFD Bank, BFD Branch, Cheque BFD Account Number, Cheque Serial Number, Pay Bank, Pay Branch, Cheque Pay Account Number, Cheque Amount* and *Reason* in addition to the *Total Of Cheques* and *Total Of Amounts*.

5. System Returned Cheques By Branch

Menu: Reports/ Jasper Reports/ System Returned Cheques By Branch

Purpose: This report is generated to display the information related to the cheques presented by the BFD and returned by the ECCU; cheques in this report are filtered according to their BFD bank branches.

This is the first page (Figure 6-8) displayed when clicking on this report from the *Jasper Reports* list.

The screenshot shows a web-based report generation interface. At the top, the window title is "[0109] Outward/ Jasper Reports". The user is logged in as "ADMIN". The report code is "1023". The report name is "Report System Returned Cheques By Branch". The "From Date" is "12/09/2007" and the "To Date" is "12/09/2007". The "Bank Name" is "All" and the "Currency" is "All". The "Report Type" is "pdf". There are "Generate", "Clear", and "Back" buttons. The status bar at the bottom shows "Connected 12/09/2007 10:10:06" and "Open 29/08/2007 23:00:00".

Figure 6-8: Reports/ Report System Returned Cheques By Branch

In order to refine the report's results and display them as to your desire, you can select the following filtering criteria; select the **From Date- To Date** by clicking on the *Calendar* icons next to them and selecting the desired dates; from the **Branch-name** drop-down list, select the branch whose cheques are desired to be displayed so that the *Branch Code* will appear in the field next to the drop-down list; select the currency of the desired cheques from the **Currency** drop-down list and the *Currency Code* will appear in the field next to the drop-down list; from **Report Type** drop-down list, select to view the report in a *PDF page* (meaning that the user can not perform any action on the cheques information) or as an *Excel sheet* (which means that you can perform the **Excel** operations on the cheques information). Notice that selecting *All* from the **Branch-name** and the **Currency** drop-down lists will display all cheques regardless their branches or currencies.

Once you are done, click on the **Generate** button to display the cheques that match the selected filtering criteria; click on **Clear** if you wish to empty the fields; click on **Back** to go back to the *Jasper Reports* list.

The same information displayed about each cheque in the ***Report Returned Cheques By Branch (Section 6-1-3)*** will be displayed in this report; *Cheque Sequence, BFD Bank, BFD Branch, Cheque BFD Account Number, Cheque Serial Number, Pay Bank, Pay Branch, Cheque Pay Account Number, Cheque Amount* and *Reason* in addition to the *Total Of Cheques* and *Total Of Amounts*.

6. System Returned Cheques By Bank

Menu: Reports/ Jasper Reports/ System Returned Cheques By Bank

Purpose: This report is generated to display information of the cheques presented by the BFD and returned by the ECCU; cheques in this report are filtered depending on their Pay banks.

This is the first page (Figure 6-9) to be displayed to the user when clicking on this report from the *Jasper Reports* list.

The screenshot shows a web-based report generation interface. At the top, the title bar reads "[0109] Outward/ Jasper Reports" and the user is logged in as "ADMIN". The main form area is titled "Report System Returned Cheques By Bank". It contains several input fields: "Report Code: 1023", "From Date: 12/09/2007" with a calendar icon, "To Date: 12/09/2007" with a calendar icon, "Bank Name: ---All---" with a dropdown arrow, and "Currency: ---All---" with a dropdown arrow. Below these is a "Report Type" dropdown menu currently set to "pdf". To the right of these fields are three buttons: "Generate", "Clear", and "Back". The bottom status bar indicates the system is "Connected 12/09/2007 10:40:16" and the report was "Open 29/08/2007 23:00:00".

Figure 6-9: Reports/ Report System Returned Cheques By Bank

In order to refine the report's results and display them as to your desire, you can select the following filtering criteria; select the **From Date- To Date** by clicking on the *Calendar* icons next to them and selecting the desired dates; from the **Bank-name** drop-down list, select the Pay bank whose cheques are desired to be displayed so that the *Bank Code* will appear in the field next to the drop-down list; select the currency of the desired cheques from the **Currency** drop-down list and the *Currency Code* will appear in the field next to the drop-down list; from **Report Type** drop-down list, select to view the report in a *PDF page* (meaning that the user can not perform any action on the cheques information) or as an *Excel sheet* (which means that you can perform the **Excel** operations on the cheques information). Notice that selecting *All* from the **Bank-name** and the **Currency** drop-down lists will display all cheques regardless their banks or currencies.

Once you are done, click on the ***Generate*** button to display the cheques that match the selected filtering criteria; click on ***Clear*** if you wish to empty the fields; click on ***Back*** to go back to the ***Jasper Reports*** list.

The same information displayed about each cheque in the ***Report Returned Cheques By Branch*** (***Section 6-1-3***) will be displayed in this report; *Cheque Sequence*, *BFD Bank*, *BFD Branch*, *Cheque BFD Account Number*, *Cheque Serial Number*, *Pay Bank*, *Pay Branch*, *Cheque Pay Account Number*, *Cheque Amount* and *Reason* in addition to the *Total Of Cheques* and *Total Of Amounts*.

7. Report for Not Presented Cheques

Menu: Reports/ Jasper Reports/ Report for Not Presented Cheques

Purpose: This report is generated to display information of the cheques that the BFD has not presented to the Pay bank; they are filtered according to their Pay bank.

This is the first page (Figure 6-10) to display when clicking on this report from the *Jasper Reports* list.

The screenshot shows a web application window titled "[0109] Outward/ Jasper Reports". The user is logged in as "ADMIN". The main form is titled "Report for Not Presented Cheques" and contains the following fields and controls:

- Report Code:** 1030
- From Date:** 12/09/2007 (with a calendar icon)
- To Date:** 12/09/2007 (with a calendar icon)
- Bank Name:** ---All--- (dropdown menu)
- Currency:** ---All--- (dropdown menu)
- Report Type:** pdf (dropdown menu)
- Buttons:** Generate, Clear, Back

The status bar at the bottom indicates the system is "Connected 12/09/2007 10:52:16" and the report was "Open 29/08/2007 23:00:00".

Figure 6-10: Reports/ Report For Not Presented Cheques

In order to refine the report's results and display them as to your desire, you can select the following filtering criteria; select the **From Date- To Date** by clicking on the *Calendar* icons next to them and selecting the desired dates; from the **Bank-name** drop-down list, select the Pay bank whose cheques are desired to be displayed so that the *Bank Code* will appear in the field next to the drop-down list; select the currency of the desired cheques from the **Currency** drop-down list and the *Currency Code* will appear in the field next to the drop-down list; from **Report Type** drop-down list, select to view the report in a *PDF page* (meaning that the user can not perform any action on the cheques information) or as an *Excel sheet* (which means that you can perform the **Excel** operations on the cheques information). Notice that selecting *All* from the **Bank-name** and the **Currency** drop-down lists will display all cheques regardless their banks or currencies.

Once you are done, click on the **Generate** button to display the cheques that match the selected filtering criteria; click on **Clear** if you wish to empty the fields; click on **Back** to go back to the *Jasper Reports* list.

Clicking on the **Generate** button with **PDF** is selected from the **Report Type** drop-down list; the report will appear as a **PDF** page (Figure 6-11). Thus, you can not perform any action on the report information but you can print the report and get a hard copy of it.

The screenshot displays a PDF viewer interface. The top toolbar includes options like 'Save a Copy', 'Print', 'Email', 'Search', 'Review & Comment', and 'Sign'. The left sidebar shows 'Bookmarks', 'Signatures', 'Layers', 'Pages', and 'Comments'. The main content area shows the following report details:

Electronic Cheques Clearing Unit
ECC SYSTEM
Housing Bank For Trade And Finance

ADMIN
From Date: 12/09/2007
To Date: 12/09/2007
Report Date: September 12, 2007 _ 11:21:55

Report Code: 1030

Report for Not Presented Cheques

Currency: ---All---

Cheque Sequence	BFD Bank	BFD Branch	Cheque BFD Account Number	Cheque Serial Number	Pay Bank	Pay Branch	Cheque Pay Account Number	Cheque Amount	Reason
Total Of Cheques:			0						
Total Of Amounts			0.000						

Report Code: 1030

Page 1 of 1

ProgressSoft
www.progresssoft.com

Figure 6-11: Report For Not Presented Cheques/ Generate as a PDF page

The following information will be displayed to you; *Cheque Sequence*, *BFD Bank*, *BFD Branch*, *Cheque BFD Account Number*, *Pay Bank*, *Pay Branch*, *Cheque Pay Account Number*, *Cheque Amount* and *Reason* in addition to the *Total Of Cheques* and *Total Of Amounts*.

8. Destination Unreachable Cheques By Branch

Menu: Reports/ Jasper Reports/ Destination Unreachable Cheques By Branch

Purpose: This report is generated to display the information of the cheques that have been presented by the BFD and returned with a return reason (DSU); that is to say, presented cheques are returned because they haven't reached their designated destination for one reason or another. Cheques in this report are filtered according to their BFD bank branches.

This is the first page (Figure 6-12) to display when clicking on this report from the *Jasper Reports* list.

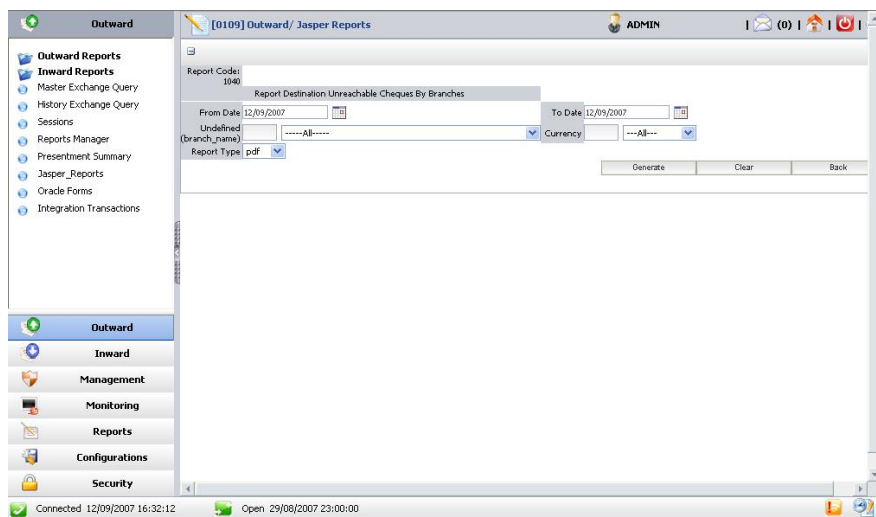


Figure 6-12: Reports/ Report Destination Unreachable Cheques By Branch

In order to refine the report's results and display them as to your desire, you can select the following filtering criteria; select the **From Date- To Date** by clicking on the *Calendar* icons next to them and selecting the desired dates; from the **Branch-name** drop-down list, select the branch whose cheques are desired to be displayed so that the *Branch Code* will appear in the field next to the drop-down list; select the currency of the desired cheques from the **Currency** drop-down list and the *Currency Code* will appear in the field next to the drop-down list; from **Report Type** drop-down list, select to view the report in a *PDF page* (meaning that the user can not perform any action on the cheques information) or as an *Excel sheet* (which means that you can perform the **Excel** operations on the cheques information). Notice that selecting *All* from the **Bank-name** and the **Currency** drop-down lists will display all cheques regardless their branches or currencies.

Once you are done, click on the **Generate** button to display the cheques that match the selected filtering criteria; click on **Clear** if you wish to empty the fields; click on **Back** to go back to the **Jasper Reports** list.

Clicking on the **Generate** button with **PDF** is selected from the **Report Type** drop-down list; the report will appear as a **PDF** page (Figure 6-13). Thus, you can not perform any action on the report information but you can print the report and get a hard copy of it.

Electronic Cheques Clearing Unit
ECC SYSTEM

ADMIN
From Date: 18/09/2007
To Date: 18/09/2007
Report Date: September 18, 2007 _ 14:25:19
Housing Bank For Trade And Finance

Report Code: 1040
Currency: ---All---

Cheque Sequence	BFD Bank	BFD Branch	Cheque BFD Account Number	Cheque Serial Number	Pay Bank	Pay Branch	Cheque Pay Account Number	Cheque Amount	Reason
Total Of Cheques:									0
Total Of Amounts									0.000

Report Code: 1040
Page 1 of 1
ProgressSoft

Figure 6-13: Destination Unreachable Cheques By Branch / Generate as a PDF page

The following information will be displayed to you; *Cheque Sequence*, *BFD Bank*, *BFD Branch*, *Cheque BFD Account Number*, *Cheque Serial Number*, *Pay Bank*, *Pay Branch*, *Cheque Pay Account Number*, *Cheque Amount* and *Reason* in addition to the *Total Of Cheques* and *Total Of Amounts*.

9. Destination Unreachable Cheques By Bank

Menu: Reports/ Jasper Reports/ Destination Unreachable Cheques By Bank

Purpose: This report is generated to display the information of the cheques presented by the BFD and returned because of not reaching their designated destination; cheques are filtered according to their Pay banks.

This page (Figure 6-14) will display once you click on this report from the *Jasper Reports* list.

The screenshot displays the 'Report Destination Unreachable Cheques By Bank' report generation screen. On the left is a sidebar with a tree view containing 'Outward Reports', 'Inward Reports', 'Master Exchange Query', 'History Exchange Query', 'Sessions', 'Reports Manager', 'Presentment Summary', 'Jasper Reports', 'Grade Forms', and 'Integration Transactions'. Below this is a vertical menu with icons for 'Outward', 'Inward', 'Management', 'Monitoring', 'Reports', 'Configurations', and 'Security'. The main window has a title bar '[0109] Outward/ Jasper Reports' and a user 'ADMIN'. The report title is 'Report Destination Unreachable Cheques By Branches'. The 'Report Code' is '1040'. The 'From Date' is '12/09/2007' and the 'To Date' is '12/09/2007'. The 'Currency' is set to 'All' and the 'Report Type' is 'pdf'. There are 'Generate', 'Clear', and 'Back' buttons at the bottom right. The status bar at the bottom shows 'Connected 12/09/2007 16:32:12' and 'Open 29/08/2007 23:00:00'.

Figure 6-14: Reports/ Report Destination Unreachable Cheques By Bank

In order to refine the report's results and display them as to your desire, you can select the following filtering criteria; select the **From Date- To Date** by clicking on the *Calendar* icons next to them and selecting the desired dates; from the **Bank-name** drop-down list, select the Pay bank whose cheques are desired to be displayed so that the *Bank Code* will appear in the field next to the drop-down list; select the currency of the desired cheques from the **Currency** drop-down list and the *Currency Code* will appear in the field next to the drop-down list; from **Report Type** drop-down list, select to view the report in a *PDF page* (meaning that the user can not perform any action on the cheques information) or as an *Excel sheet* (which means that you can perform the **Excel** operations on the cheques information). Notice that selecting *All* from the **Bank-name** and the **Currency** drop-down lists will display all cheques regardless their banks or currencies.

Once you are done, click on the ***Generate*** button to display the cheques that match the selected filtering criteria; click on ***Clear*** if you wish to empty the fields; click on ***Back*** to go back to the ***Jasper Reports*** list.

This report displays the same information displayed in the previous report (Section 6-1-8); *Cheque Sequence*, *BFD Bank*, *BFD Branch*, *Cheque BFD Account Number*, *Cheque Serial Number*, *Pay Bank*, *Pay Branch*, *Cheque Pay Account Number*, *Cheque Amount* and *Reason* in addition to the *Total Of Cheques* and *Total Of Amounts*.

10. Pending Cheques By Branch

Menu: Reports/ Jasper Reports/ Pending Cheques By Branch

Purpose: This report is generated to display the information of the cheques presented by the BFD but are still pending in the ECCU (waiting for reply); cheques in this report are filtered according to their BFD bank branches.

This is the first page (Figure 6-15) to display when clicking on this report from the *Jasper Report* list.

The screenshot shows a web-based application window titled "[0109] Outward/ Jasper Reports". The user is logged in as "ADMIN". The main form is titled "Report Pending Cheques By Branches". It contains the following fields and controls:

- Report Code:** 1050
- From Date:** 12/03/2007 (with a calendar icon)
- To Date:** 12/03/2007 (with a calendar icon)
- Undefined (branch_name):** -----All----- (with a drop-down arrow)
- Currency:** -----All----- (with a drop-down arrow)
- Report Type:** pdf (with a drop-down arrow)
- Buttons:** Generate, Clear, Back

The status bar at the bottom indicates the connection status: "Connected 12/09/2007 16:32:12" and the file open status: "Open 29/08/2007 23:00:00".

Figure 6-15: Reports/ Report Pending Cheques By Branch

In order to refine the report's results and display them as to your desire, you can select the following filtering criteria; select the **From Date- To Date** by clicking on the *Calendar* icons next to them and selecting the desired dates; from the **Branch-name** drop-down list, select the branch whose cheques are desired to be displayed so that the *Branch Code* will appear in the field next to the drop-down list; select the currency of the desired cheques from the **Currency** drop-down list and the *Currency Code* will appear in the field next to the drop-down list; from **Report Type** drop-down list, select to view the report in a *PDF page* (meaning that the user can not perform any action on the cheques information) or as an *Excel sheet* (which means that you can perform the **Excel** operations on the cheques information). Notice that selecting *All* from the **Branch-name** and the **Currency** drop-down lists will display all cheques regardless their branches or currencies.

Once you are done, click on the **Generate** button to display the cheques that match the selected filtering criteria; click on **Clear** if you wish to empty the fields; click on **Back** to go back to the *Jasper Reports* list.

Clicking on the **Generate** button with **PDF** is selected from the **Report Type** drop-down list; the report will appear as a **PDF** page (Figure 6-16). Thus, you can not perform any action on the report information but you can print the report and get a hard copy of it

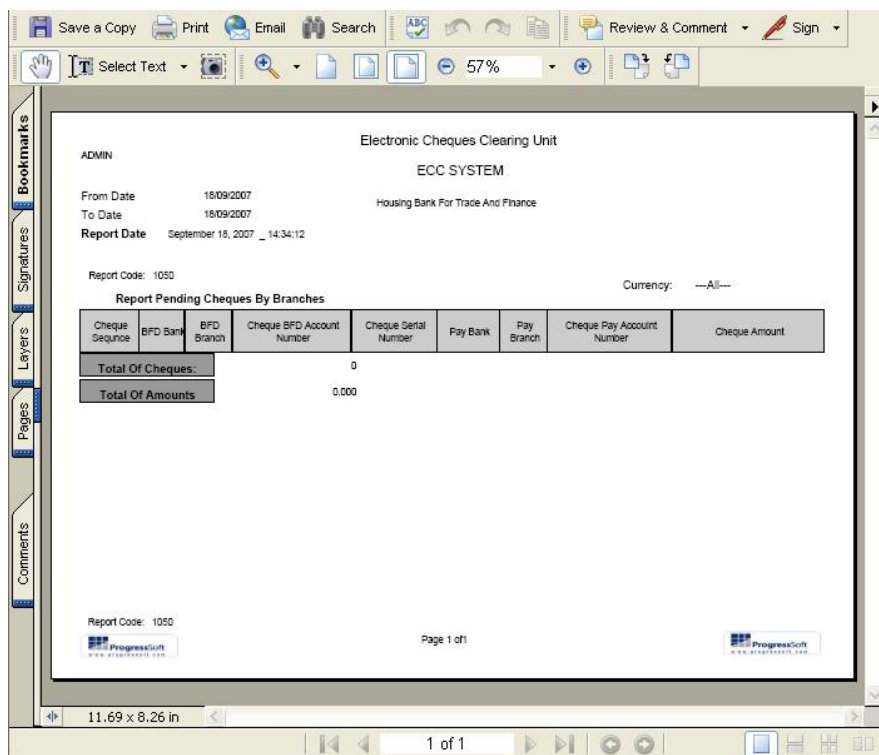


Figure 6-16: Report Pending Cheques By Branch/ Generate as PDF page

The following information will be displayed to you; *Cheque Sequence*, *BFD Bank*, *BFD Branch*, *Cheque BFD Account Number*, *Cheque Serial Number*, *Pay Bank*, *Pay Branch*, *Cheque Pay Account Number* and *Cheque Amount* in addition to the *Total Of Cheques* and *Total Of Amounts*.

11. Pending Cheques By Bank

Menu: Reports/ Jasper Reports/ Pending Cheques By Bank

Purpose: This report is generated to display the information of the cheques presented by the BFD but are still pending in the ECCU (waiting for reply); cheques in this report are filtered according to their Pay banks.

This is the first page (Figure 6-17) to display when clicking on this report from the *Jasper Report* list.

The screenshot shows a web-based report generation interface. At the top, the title bar reads "[0109] Outward/ Jasper Reports" and the user is logged in as "ADMIN". The main form area is titled "Report Pending Cheques By Bank". It contains several input fields: "Report Code: 1051", "From Date: 12/09/2007" with a calendar icon, "To Date: 12/09/2007" with a calendar icon, "Bank Name: ---All---" with a dropdown arrow, and "Currency: ---All---" with a dropdown arrow. Below these is a "Report Type" dropdown menu currently set to "pdf". To the right of these fields are three buttons: "Generate", "Clear", and "Back". The bottom status bar indicates the system is "Connected 12/09/2007 16:32:12" and the report was "Open 29/08/2007 23:00:00".

Figure 6-17: Reports/ Report Pending Cheques By Bank

In order to refine the report's results and display them as to your desire, you can select the following filtering criteria; select the **From Date- To Date** by clicking on the *Calendar* icons next to them and selecting the desired dates; from the **Bank-name** drop-down list, select the Pay bank whose cheques are desired to be displayed so that the *Bank Code* will appear in the field next to the drop-down list; select the currency of the desired cheques from the **Currency** drop-down list and the *Currency Code* will appear in the field next to the drop-down list; from **Report Type** drop-down list, select to view the report in a *PDF page* (meaning that the user can not perform any action on the cheques information) or as an *Excel sheet* (which means that you can perform the **Excel** operations on the cheques information). Notice that selecting *All* from the **Bank-name** and the **Currency** drop-down lists will display all cheques regardless their banks or currencies.

Once you are done, click on the ***Generate*** button to display the cheques that match the selected filtering criteria; click on ***Clear*** if you wish to empty the fields; click on ***Back*** to go back to the ***Jasper Reports*** list.

This report will display the same information displayed in the previous report (**Section 6-1-10**); *Cheque Sequence, BFD Bank, BFD Branch, Cheque BFD Account Number, Cheque Serial Number, Pay Bank, Pay Branch, Cheque Pay Account Number* and *Cheque Amount* in addition to the *Total Of Cheques* and *Total Of Amounts*.

12. Received Cheques By Branch

Menu: Reports/ Jasper Reports/ Received Cheques By Branch

Purpose: This report is generated to display the information pertaining to the cheques received by the Pay bank; cheques in this report are filtered according to their Pay bank branches.

This is the first page (Figure 6-18) to display when clicking on this report from the *Jasper Reports* list.

The screenshot shows a web application window titled "[0109] Outward/ Jasper Reports". The user is logged in as "ADMIN". The main form is titled "Report Received Cheques By Branch". It contains the following fields and controls:

- Report Code:** 3010
- From Date:** 12/09/2007 (with a calendar icon)
- To Date:** 12/09/2007 (with a calendar icon)
- Undefined (branch_name):** A dropdown menu currently showing "All".
- Currency:** A dropdown menu currently showing "All".
- Report Type:** pdf (with a dropdown arrow)
- Buttons:** Generate, Clear, and Back.

At the bottom of the window, there is a status bar showing "Connected 12/09/2007 16:32:12" and "Open 29/08/2007 23:00:00".

Figure 6-18: Report/ Report Received Cheques By Branch

In order to refine the report's results and display them as to your desire, you can select the following filtering criteria; select the **From Date- To Date** by clicking on the *Calendar* icons next to them and selecting the desired dates; from the **Branch-name** drop-down list, select the branch whose cheques are desired to be displayed so that the *Branch Code* will appear in the field next to the drop-down list; select the currency of the desired cheques from the **Currency** drop-down list and the *Currency Code* will appear in the field next to the drop-down list; from **Report Type** drop-down list, select to view the report in a *PDF page* (meaning that the user can not perform any action on the cheques information) or as an *Excel sheet* (which means that you can perform the **Excel** operations on the cheques information). Notice that selecting *All* from the **Branch-name** and the **Currency** drop-down lists will display all cheques regardless their branches or currencies.

Once you are done, click on the ***Generate*** button to display the cheques that match the selected filtering criteria; click on ***Clear*** if you wish to empty the fields; click on ***Back*** to go back to the ***Jasper Reports*** list.

The following information will be displayed to you; *Cheque Sequence*, *BFD Bank*, *BFD Branch*, *Cheque BFD Account Number*, *Cheque Serial Number*, *Pay Bank*, *Pay Branch*, *Cheque Pay Account Number* and *Cheque Amount* in addition to the *Total Of Cheques* and *Total Of Amounts*. You can see (***Section 6-1-10***).

13. Received Cheques By Bank

Menu: Reports/ Jasper Reports/ Received Cheques By Bank

Purpose: This report is generated to display the information pertaining to the cheques received by the Pay bank; cheques in this report are sorted according to their BFD banks.

This is the first page (Figure 6-19) to display when clicking on this report from the *Jasper Reports* list.

The screenshot shows a web-based application window titled "[0109] Outward/ Jasper Reports". The user is logged in as "ADMIN". The main form is titled "Report Received Cheques By Bank". It contains the following fields and controls:

- Report Code:** 3011
- From Date:** 12/09/2007 (with a calendar icon)
- To Date:** 12/09/2007 (with a calendar icon)
- Bank Name:** A drop-down menu currently showing "All".
- Currency:** A drop-down menu currently showing "All".
- Report Type:** A drop-down menu currently showing "pdf".
- Buttons:** "Generate", "Clear", and "Back".

The status bar at the bottom indicates the application is "Connected 12/09/2007 16:32:12" and the file was "Open 29/08/2007 23:00:00".

Figure 6-19: Reports/ Report Received Cheques By Bank

In order to refine the report's results and display them as to your desire, you can select the following filtering criteria; select the **From Date- To Date** by clicking on the *Calendar* icons next to them and selecting the desired dates; from the **Bank-name** drop-down list, select the bank whose cheques are desired to be displayed so that the *Bank Code* will appear in the field next to the drop-down list; select the currency of the desired cheques from the **Currency** drop-down list and the *Currency Code* will appear in the field next to the drop-down list; from **Report Type** drop-down list, select to view the report in a *PDF page* (meaning that the user can not perform any action on the cheques information) or as an *Excel sheet* (which means that you can perform the **Excel** operations on the cheques information). Notice that selecting *All* from the **Bank-name** and the **Currency** drop-down lists will display all cheques regardless their banks or currencies.

Once you are done, click on the **Generate** button to display the cheques that match the selected filtering criteria; click on **Clear** if you wish to empty the fields; click on **Back** to go back to the *Jasper Reports* list.

The following information will be displayed to you; *Cheque Sequence*, *BFD Bank*, *BFD Branch*, *Cheque BFD Account Number*, *Cheque Serial Number*, *Pay Bank*, *Pay Branch*, *Cheque Pay Account Number* and *Cheque Amount* in addition to the *Total Of Cheques* and *Total Of Amounts*. You can see (**Section 6-1-10**).

14. Rejected Cheques By Branch

Menu: Reports/ Jasper Reports/ Rejected Cheques By Branch

Purpose: This report is generated to display the information pertaining to the cheques rejected by the Pay bank; cheques in this report are filtered according to their Pay bank branches.

This is the first page (Figure 6-20) to display when clicking on this report from the *Jasper Reports* list.

The screenshot shows a web-based application window titled "[0109] Outward/ Jasper Reports". The user is logged in as "ADMIN". The main form is titled "Report Rejected Cheques By Branches". It contains the following fields and controls:

- Report Code:** 3020
- From Date:** 12/09/2007 (with a calendar icon)
- To Date:** 12/09/2007 (with a calendar icon)
- Undefined (branch_name):** All (dropdown menu)
- Currency:** All (dropdown menu)
- Report Type:** pdf (dropdown menu)
- Buttons:** Generate, Clear, Back

The status bar at the bottom indicates the application is "Connected 12/09/2007 16:32:12" and the report was "Open 29/08/2007 23:00:00".

Figure 6-20: Reports/ Report Rejected Cheques By Branch

In order to refine the report's results and display them as to your desire, you can select the following filtering criteria; select the **From Date- To Date** by clicking on the *Calendar* icons next to them and selecting the desired dates; from the **Branch-name** drop-down list, select the branch whose cheques are desired to be displayed so that the *Branch Code* will appear in the field next to the drop-down list; select the currency of the desired cheques from the **Currency** drop-down list and the *Currency Code* will appear in the field next to the drop-down list; from **Report Type** drop-down list, select to view the report in a *PDF page* (meaning that the user can not perform any action on the cheques information) or as an *Excel sheet* (which means that you can perform the **Excel** operations on the cheques information). Notice that selecting *All* from the **Branch-name** and the **Currency** drop-down lists will display all cheques regardless their branches or currencies.

Once you are done, click on the **Generate** button to display the cheques that match the selected filtering criteria; click on **Clear** if you wish to empty the fields; click on **Back** to go back to the *Jasper Reports* list.

Clicking on the **Generate** button with **PDF** is selected from the **Report Type** drop-down list; the report will appear as a **PDF** page (Figure 6-21). Thus, you can not perform any action on the report information but you can print the report and get a hard copy of it.

Electronic Cheques Clearing Unit

ECC SYSTEM

ADMIN

From Date 19/09/2007

To Date 19/09/2007

Report Date September 19, 2007 _ 11:45:29

Report Code: 3020

Currency: ---All---

Report Rejected Cheques By Branch

Cheque Sequence	BFD Bank	BFD Branch	Cheque BFD Account Number	Cheque Serial Number	Pay Bank	Pay Branch	Cheque Pay Account Number	Cheque Amount	Reason
Total Of Cheques:			0						
Total Of Amounts			0.000						

Report Code: 3020

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ProgressSoft

Figure 6-21: Report Rejected Cheques By Branch/ Generate as a PDF page

The following information will be displayed to you; *Cheque Sequence*, *BFD Bank*, *BFD Branch*, *Cheque BFD Account Number*, *Cheque Serial Number*, *Pay Bank*, *Pay Branch*, *Cheque Pay Account Number*, *Cheque Amount* and *Reason* in addition to the *Total Of Cheques* and *Total Of Amounts*.

15. Rejected Cheques By Bank

Menu: Reports/ Jasper Reports/ Rejected Cheques By Bank

Purpose: This report is generated to display the information pertaining to the cheques rejected by the Pay bank. Cheques in this report are filtered according to their BFD bank.

This is the first page (Figure 6-22) to display when clicking on this report from the *Jasper Reports* list.

The screenshot shows a web-based application window titled "[0109] Outward/ Jasper Reports". The user is logged in as "ADMIN". The main form is titled "Report Received Cheques By Bank". It contains the following fields and controls:

- Report Code:** 3011
- From Date:** 12/09/2007 (with a calendar icon)
- To Date:** 12/09/2007 (with a calendar icon)
- Bank Name:** A drop-down menu currently showing "All".
- Currency:** A drop-down menu currently showing "All".
- Report Type:** A drop-down menu currently showing "pdf".
- Buttons:** "Generate", "Clear", and "Back".

The status bar at the bottom indicates "Connected 12/09/2007 16:32:12" and "Open 29/08/2007 23:00:00".

Figure 6-22: Reports/ Report Rejected Cheques By Bank

In order to refine the report's results and display them as to your desire, you can select the following filtering criteria; select the **From Date- To Date** by clicking on the *Calendar* icons next to them and selecting the desired dates; from the **Bank-name** drop-down list, select the BFD bank whose cheques are desired to be displayed so that the *Bank Code* will appear in the field next to the drop-down list; select the currency of the desired cheques from the **Currency** drop-down list and the *Currency Code* will appear in the field next to the drop-down list; from **Report Type** drop-down list, select to view the report in a *PDF page* (meaning that the user can not perform any action on the cheques information) or as an *Excel sheet* (which means that you can perform the **Excel** operations on the cheques information). Notice that selecting *All* from the **Bank-name** and the **Currency** drop-down lists will display all cheques regardless their banks or currencies.

Once you are done, click on the **Generate** button to display the cheques that match the selected filtering criteria; click on **Clear** if you wish to empty the fields; click on **Back** to go back to the *Jasper Reports* list.

The following information will be displayed to you; *Cheque Sequence*, *BFD Bank*, *BFD Branch*, *Cheque BFD Account Number*, *Cheque Serial Number*, *Pay Bank*, *Pay Branch*, *Cheque Pay Account Number*, *Cheque Amount* and *Reason* in addition to the *Total Of Cheques* and *Total Of Amounts*. You can see (**Section 6-2-3**).

16. System Accepted Rejected Cheques By Branch

Menu: Reports/ Jasper Reports/ System Accepted Rejected Cheques By Branch

Purpose: This report is generated to display the information pertaining to the cheques automatically accepted or rejected by the system. Cheques in this report are filtered according to their Pay bank branches.

This is the first page (Figure 6-23) to display when clicking on this report from the *Jasper Reports* list.

The screenshot shows a web-based report generation interface. At the top, the window title is "[0109] Outward/ Jasper Reports". Below the title bar, there's a header area with "Report Code: 3030" and "Report System Accepted Rejected Cheques By Branch". The main form area contains several input fields: "From Date" (12/09/2007), "To Date" (12/09/2007), "Undefined (branch_name)" (All), and "Currency" (All). There's also a "Report Type" dropdown set to "pdf". At the bottom right of the form are three buttons: "Generate", "Clear", and "Back". The status bar at the very bottom shows "Connected 12/09/2007 16:32:12" and "Open 29/08/2007 23:00:00".

Figure 6-23: Reports/ Report System Accepted Rejected Cheques By Branch

In order to refine the report's results and display them as to your desire, you can select the following filtering criteria; select the **From Date- To Date** by clicking on the *Calendar* icons next to them and selecting the desired dates; from the **Branch-name** drop-down list, select the branch whose cheques are desired to be displayed so that the *Branch Code* will appear in the field next to the drop-down list; select the currency of the desired cheques from the **Currency** drop-down list and the *Currency Code* will appear in the field next to the drop-down list; from **Report Type** drop-down list, select to view the report in a *PDF page* (meaning that the user can not perform any action on the cheques information) or as an *Excel sheet* (which means that you can perform the **Excel** operations on the cheques information). Notice that selecting *All* from the **Branch-name** and the **Currency** drop-down lists will display all cheques regardless their branches or currencies.

Once you are done, click on the **Generate** button to display the cheques that match the selected filtering criteria; click on **Clear** if you wish to empty the fields; click on **Back** to go back to the **Jasper Reports** list.

Clicking on the **Generate** button with **PDF** is selected from the **Report Type** drop-down list; the report will appear as a **PDF** page (Figure 6-24). Thus, you can not perform any action on the report information but you can print the report and get a hard copy of it.

ADMIN

Electronic Cheques Clearing Unit

ECC SYSTEM

From Date 17/09/2007 To Date 17/09/2007

Housing Bank For Trade And Finance

Report Date September 17, 2007 _ 10:55:43

Report Code: 3032

Currency: ---All---

Cheque Sequence	BFD Bank	BFD Branch	Cheque BFD Account Number	Cheque Serial Number	Pay Bank	Pay Branch	Cheque Pay Account Number	Cheque Amount	Old Reason	Reason
Total Of Cheques:			0							
Total Of Amounts			0.000							

Report Code: 3032

Page 1 of 1

Progress/Soft

Figure 6-24: Report System Accepted Rejected Cheques By Branch/Generate as a PDF page

The following information will be displayed to you; *Cheque Sequence*, *BFD Bank*, *BFD Branch*, *Cheque BFD Account Number*, *Cheque Serial Number*, *Pay Bank*, *Pay Branch*, *Cheque Pay Account Number*, *Cheque Amount*, *Old Reason* and *Reason* in addition to the *Total Of Cheques* and *Total Of Amounts*.

17. System Accepted Rejected Cheques By Bank

Menu: Reports/ Jasper Reports/ System Accepted Rejected Cheques By Bank

Purpose: This report is generated to display the information pertaining to the cheques automatically accepted or rejected by the system. Cheques in this report are filtered according to their BFD bank.

This is the first page (Figure 6-25) to display when clicking on this report from the *Jasper Reports* list.

The screenshot shows a web-based report generation interface. At the top, the window title is "[0109] Outward/ Jasper Reports". The user is logged in as "ADMIN". Below the title bar, there is a section for report details. The "Report Code" is "3031". The "Report System Accepted Rejected Cheques By Bank" is the title of the report. The "From Date" is "12/09/2007" and the "To Date" is "12/09/2007". The "Bank Name" is set to "All" and the "Currency" is set to "All". The "Report Type" is "pdf". There are three buttons: "Generate", "Clear", and "Back". The status bar at the bottom shows "Connected 12/09/2007 16:32:12" and "Open 29/08/2007 23:00:00".

Figure 6-25: Reports/ Report System Accepted Rejected Cheques By Bank

In order to refine the report's results and display them as to your desire, you can select the following filtering criteria; select the **From Date- To Date** by clicking on the *Calendar* icons next to them and selecting the desired dates; from the **Bank-name** drop-down list, select the bank whose cheques are desired to be displayed so that the *Bank Code* will appear in the field next to the drop-down list; select the currency of the desired cheques from the **Currency** drop-down list and the *Currency Code* will appear in the field next to the drop-down list; from **Report Type** drop-down list, select to view the report in a *PDF page* (meaning that the user can not perform any action on the cheques information) or as an *Excel sheet* (which means that you can perform the **Excel** operations on the cheques information). Notice that selecting *All* from the **Bank-name** and the **Currency** drop-down lists will display all cheques regardless their banks or currencies.

Once you are done, click on the ***Generate*** button to display the cheques that match the selected filtering criteria; click on ***Clear*** if you wish to empty the fields; click on ***Back*** to go back to the ***Jasper Reports*** list.

The same information appearing to you in the previous report (***Section 6-2-7***) will be displayed here in this report; *Cheque Sequence*, *BFD Bank*, *BFD Branch*, *Cheque BFD Account Number*, *Cheque Serial Number*, *Pay Bank*, *Pay Branch*, *Cheque Pay Account Number*, *Cheque Amount*, *Old Reason* and *Reason* in addition to the *Total Of Cheques* and *Total Of Amounts*.

18. System Accepted Rejected Cheques By Reason

Menu: Reports/ Jasper Reports/ System Accepted Rejected Cheques By Bank

Purpose: This report is generated to display the information pertaining to the cheques accepted or rejected by the system.

This is the first page (Figure 6-26) to display when clicking on this report from the *Jasper Reports* list.

The screenshot shows the 'Report System Accepted Rejected Cheques By Reason' form. The left sidebar contains a navigation menu with the following items: Outward Reports, Inward Reports, Master Exchange Query, History Exchange Query, Sessions, Reports Manager, Presentation Summary, Jasper_Reports, Oracle Forms, and Integration Transactions. Below this menu are buttons for Outward, Inward, Management, Monitoring, Reports (selected), Configurations, and Security. The main form area has the following fields: Report Code: 3032, Report System Accepted Rejected Cheques By Reason, From Date: 13/09/2007, To Date: 13/09/2007, Currency: All, and Report Type: pdf. At the bottom of the form are three buttons: Generate, Clear, and Back. The status bar at the bottom shows 'Connected 13/09/2007 10:45:10' and 'Open 29/08/2007 23:00:00'.

Figure 6-26: Reports/ Report System Accepted Rejected Cheques By Reason

In order to refine the report's results and display them as to your desire, you can select the following filtering criteria; select the **From Date- To Date** by clicking on the *Calendar* icons next to them and selecting the desired dates; select the currency of the desired cheques from the **Currency** drop-down list and the *Currency Code* will appear in the field next to the drop-down list; from **Report Type** drop-down list, select to view the report in a *PDF page* (meaning that the user can not perform any action on the cheques information) or as an *Excel sheet* (which means that you can perform the **Excel** operations on the cheques information). Notice that selecting *All* from the **Currency** drop-down lists will display all cheques regardless currencies.

Once you are done, click on the **Generate** button to display the cheques that match the selected filtering criteria; click on **Clear** if you wish to empty the fields; click on **Back** to go back to the *Jasper Reports* list.

The same information appearing to you in (**Section 6-2-7**) will be displayed to you here; *Cheque Sequence, BFD Bank, BFD Branch, Cheque BFD Account Number, Cheque Serial Number, Pay Bank, Pay Branch, Cheque Pay Account Number, Cheque Amount, Old Reason and Reason* in addition to the *Total Of Cheques* and *Total Of Amounts*.

19. Net Clearing Position

Menu: Reports/ Jasper Reports/ Net Clearing Position

Purpose: This report is generated to have the role of a reference from which banks' users can see the accordance between the information that ECCU has on their banks' cheques and the information that they have in their banking system. That is, a list of all banks' codes along with their cheques amount and counts will be displayed here in this report.

This is the first page (Figure 6-27) to display when clicking on this report from the *Jasper Reports* list.

The screenshot shows a web-based application window for generating reports. The title bar indicates the user is 'ADMIN' and the window is titled '[0109] Outward/ Jasper Reports'. The main content area is titled 'Net Clearing Position' and contains several input fields: 'Report Code: 4131', 'Session Date: 13/09/2007' (with a calendar icon), 'Currency: All' (with a dropdown arrow), and 'Report Type: pdf' (with a dropdown arrow). Below these fields are three buttons: 'Generate', 'Clear', and 'Back'. The status bar at the bottom shows 'Connected 13/09/2007 11:03:24' and 'Open: 29/08/2007 23:00:00'.

Figure 6-27: Reports/ Net Clearing Position

In order to refine the report's results and display them as to your desire, you can select the following filtering criteria; select the **Session Date** by clicking on its *Calendar* icon and selecting the desired date; select the currency of the cheques whose count and amount are desired to be viewed from the **Currency** drop-down list; thus, the *Currency Code* will appear in the field next to the drop-down list; from **Report Type** drop-down list, select to view the report in a *PDF page* (meaning that the user can not perform any action on the cheques information) or as an *Excel sheet* (which means that you can perform the **Excel** operations on the cheques information). Notice that selecting *All* from the **Currency** drop-down lists will display all cheques regardless their currencies.

Once you are done, click on the **Generate** button to display the cheques that match the selected filtering criteria; click on **Clear** if you wish to empty the fields; click on **Back** to go back to the **Jasper Reports** list.

Clicking on the **Generate** button with **PDF** is selected from the **Report Type** drop-down list; the report will appear as a **PDF** page (Figure 6-28). Thus, you can not perform any action on the report information but you can print the report and get a hard copy of it.

Electronic Cheques Clearing Unit
ECC SYSTEM
Housing Bank For Trade And Finance

ADMIN
Session Date 13/09/2007
Report Date September 13, 2007 _ 12:15:43

Report Code: 4010
Net Clearing Position Report
Currency: ---All---

Bank Information		Total Transactions (CR)		Total Transactions (DR)	
Bank Code	Bank name	Amount	Count	Amount	Count
1	Central Bank Of Jordan	0.000	0	0.000	0
2	Jordan Kuwait Bank	0.000	0	0.000	0
3	Jordan National Bank	0.000	0	0.000	0
4	Bank Of Jordan	0.000	0	0.000	0
6	Housing Bank For Trade And Finance	0.000	0	0.000	0
7	Hsbc Bank Middle East	0.000	0	0.000	0
8	Egyptian Arab Land Bank	0.000	0	0.000	0
9	Cairo Amman Bank	0.000	0	0.000	0
10	Arab Bank	0.000	0	0.000	0
11	Jordan Islamic Bank	0.000	0	0.000	0
12	Standard Chartered Bank	0.000	0	0.000	0

Page 1 of 2

Bank Information		Total Transactions (CR)		Total Transactions (DR)	
Bank Code	Bank name	Amount	Count	Amount	Count
13	Jordan Commercial Bank	0.000	0	0.000	0
15	Raficain Bank	0.000	0	0.000	0

Figure 6-28: Net Clearing Position/ Generate as a PDF page

Notice that the information related to the banks cheques is divided into three sections; **Bank Information** includes the *Bank Code* and *Bank Name*; **Total Transaction (CR: Creditor)** includes the cheques' *Amount* and *Count*; **Total Transaction (DR: Debtor)** includes the cheques' *Amount* and *Count*, as well.

Note: The information displayed in the *Reconciliation Jasper Reports* is restricted to the amounts and counts of the cheques pertaining to all banks; however, users can see the detailed information related to each cheque in the *Inward* and *Outward Jasper Reports*.

20. Presented and Rejected Cheques

Menu: Reports/ Jasper Reports/ Presented and Rejected Cheques

Purpose: This report is generated to display the counts and amounts of the presented/ rejected cheques as shown in the ECCU records.

This is the first page (Figure 6-29) to display when clicking on this report from the *Jasper Reports* list.

Figure 6-29: Reports/ Presented and Rejected Cheques

In order to refine the report's results and display them as to your desire, you can select the following filtering criteria; select the **Session Date** by clicking on its *Calendar* icon and selecting the desired date; select the currency of the cheques whose count and amount are desired to be viewed from the **Currency** drop-down list; the *Currency Code* will appear in the field next to the drop-down list; from **Report Type** drop-down list, select to view the report in a *PDF page* (meaning that the user can not perform any action on the cheques information) or as an *Excel sheet* (which means that you can perform the **Excel** operations on the cheques information). Notice that selecting *All* from the **Currency** drop-down lists will display all cheques regardless their currencies.

Once you are done, click on the **Generate** button to display the cheques that match the selected filtering criteria; click on **Clear** if you wish to empty the fields; click on **Back** to go back to the *Jasper Reports* list.

Clicking on the *Generate* button with *PDF* is selected from the **Report Type** drop-down list; the report will appear as a *PDF* page (Figure 6-30). Thus, you can not perform any action on the report information but you can print the report and get a hard copy of it.

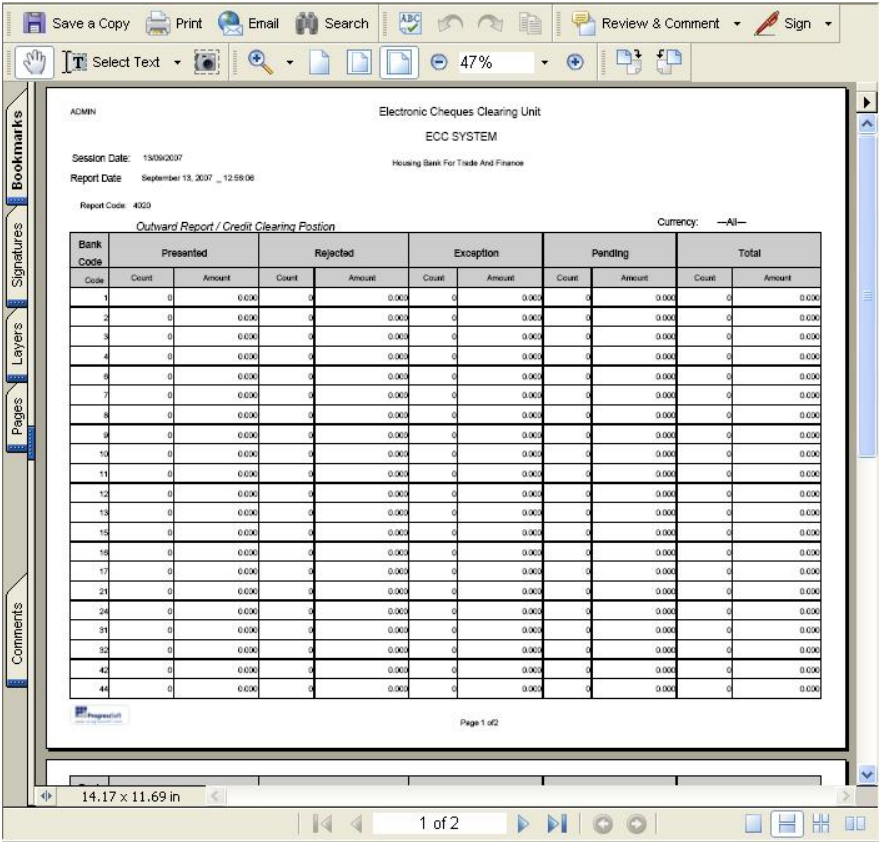


Figure 6-30: *Presented and Rejected Cheques/ Generate as a PDF page*

Here appear the counts and amounts of the **Presented**, **Rejected** and **Pending** cheques (cheques that are still waiting in the ECCU) in addition to the cheques with **Exception** (cheques waiting for reply in the Pay bank). In this report appear the *Bank Codes* along with their cheques' *Counts* and *Amounts*, in addition to the *Total Amounts* and *Counts* of cheques available in each bank.

21. Received and Returned Cheques

Menu: Reports/ Jasper Reports/ Received and Returned Cheques

Purpose: This report is generated to display the counts and amounts of the cheques received and returned by the Pay bank as shown by the ECCU.

This is the first page (Figure 6-31) to display when clicking on this report from the *Jasper Reports* list.

Figure 6-31: Reports/ Received and Returned Cheques

In order to refine the report's results and display them as to your desire, you can select the following filtering criteria; select the **Session Date** by clicking on its *Calendar* icon and selecting the desired date; select the currency of the cheques whose count and amount are desired to be viewed from the **Currency** drop-down list; the *Currency Code* will appear in the field next to the drop-down list; from **Report Type** drop-down list, select to view the report in a *PDF page* (meaning that the user can not perform any action on the cheques information) or as an *Excel sheet* (which means that you can perform the **Excel** operations on the cheques information). Notice that selecting *All* from the **Currency** drop-down lists will display all cheques regardless currencies.

Once you are done, click on the **Generate** button to display the report's outputs that match the selected filtering criteria; click on **Clear** if you wish to empty the fields; click on **Back** to go back to the *Jasper Reports* list.

Clicking on the **Generate** button with **PDF** is selected from the **Report Type** drop-down list; the report will appear as a **PDF** page (Figure 6-32). Thus, you can not perform any action on the report information but you can print the report and get a hard copy of it.

Electronic Cheques Clearing Unit
ECC SYSTEM

ADMIN:
Session Date: 13/09/2007
Report Date: September 13, 2007, 10:24:49
Report Code: 4030
Currency: —AU—

Inward Report/Debit Clearing Position

Bank Code	Received Cheques		Returned Cheques		System Returned Cheques		DSU Returned Cheques		Total Cheques	
	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount
1	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000
2	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000
3	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000
4	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000
6	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000
7	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000
8	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000
9	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000
10	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000
11	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000

Page 1 of 2

DSU Destination Unreachable

Bank Code	Received Cheques		Returned Cheques		System Returned Cheques		DSU Returned Cheques		Total Cheques	
	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount
12	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000
13	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000
15	0	0.000	0	0.000	0	0.000	0	0.000	0	0.000

14.17 x 8.26 in

1 of 2

Figure 6-32: Received and Returned Cheques/ Generate as a PDF page

This report displays the counts and amounts of the **Received Cheques** (cheques received by the Pay bank), **Returned Cheques** (cheques rejected by the Pay bank), **System Returned Cheques** (cheques automatically rejected) and **DSU Returned Cheques** (cheques rejected because of not reaching their destination). **Banks' Codes** are displayed in this report along with their cheques **Counts** and **Amounts**; in addition; their **Total Cheques' Counts** and **Amounts** are displayed in this report.

22. Cheques Processing Status

Menu: Reports/ Jasper Reports/ Cheques Processing Status

Purpose: This report is generated to display the total of the cheques presented (total out) and received (total in) by the banks as shown in the ECCU records.

This is the first page (Figure 6-33) to display when clicking on this report from the *Jasper Reports* list.

Figure 6-33: Reports/ Cheques Processing Status

In order to refine the report's results and display them as to your desire, you can select the following filtering criteria; select the **Session Date** by clicking on its *Calendar* icon and selecting the desired date; select the currency of the cheques whose count and amount are desired to be viewed from the **Currency** drop-down list and the *Currency Code* will appear in the field next to the drop-down list; from **Report Type** drop-down list, select to view the report in a *PDF page* (meaning that the user can not perform any action on the cheques information) or as an *Excel sheet* (which means that you can perform the **Excel** operations on the cheques information). Notice that selecting *All* from the **Currency** drop-down lists will display all cheques regardless currencies.

Once you are done, click on the **Generate** button to display the report's outputs that match the selected filtering criteria; click on **Clear** if you wish to empty the fields; click on **Back** to go back to the *Jasper Reports* list.

Clicking on the **Generate** button with *PDF* is selected from the **Report Type** drop-down list; the report will appear as a *PDF* page (Figure 6-34). Thus, you can not perform any action on the report information but you can print the report and get a hard copy of it.

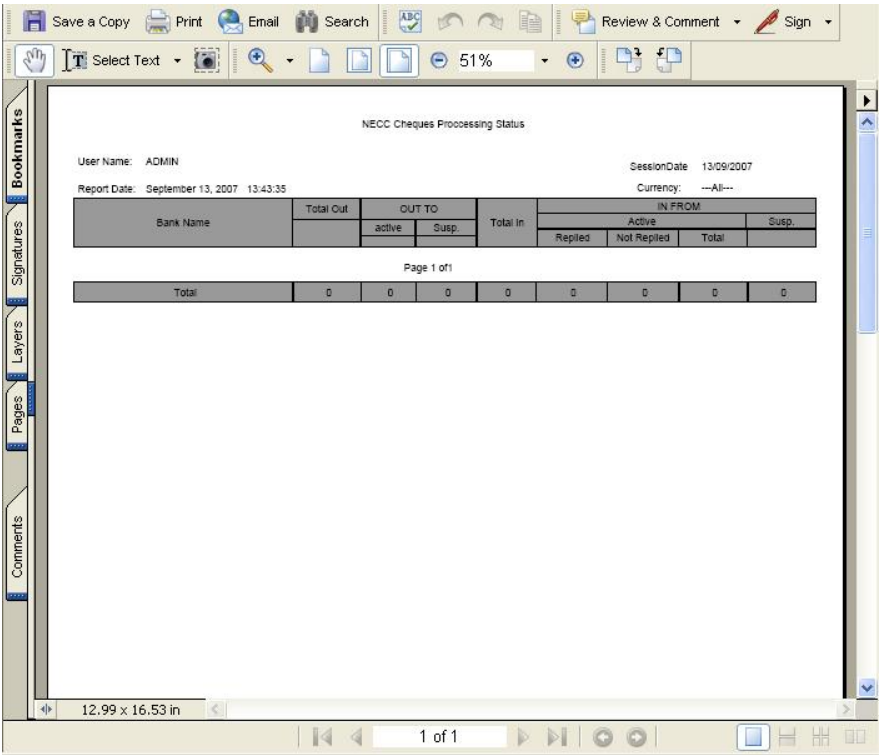


Figure 6-34: Cheques Processing Status/ Generate as a PDF page

The following information will appear on each bank; the **Bank Name**, **Total Out**; total of presented cheques whether *Active* (accepted and rejected) or *Suspended* (cheques are rejected because the Pay bank or the BFD has stopped presenting and receiving cheques for one reason or another), **Total In**; total of received cheques whether *Active* (*Replied* or *Not Replied*) or *Suspended*.

23. Suspended Banks

Menu: Reports/ Jasper Reports/ Suspended Banks

Purpose: This report is generated to display a list of the banks that have stopped presenting and receiving cheques for on some reason.

This is the first page (Figure 6-35) to display when clicking on this report from the *Jasper Reports* list.

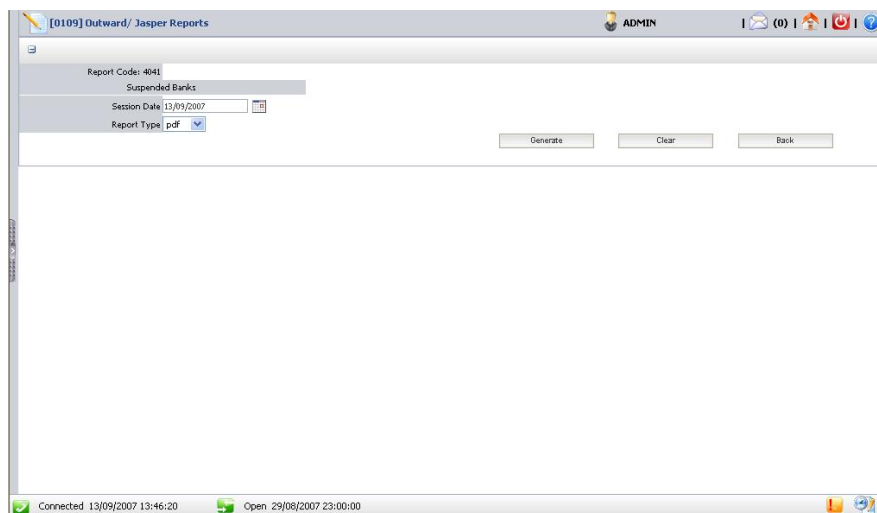


Figure 6-35: Reports/ Suspended Banks

In order to refine the report's results and display them as to your desire, you can select the following filtering criteria; select the **Session Date** by clicking on its *Calendar* icon and selecting the desired date; from **Report Type** drop-down list, select to view the report in a *PDF page* (meaning that the user can not perform any action on the cheques information) or as an *Excel sheet* (which means that you can perform the **Excel** operations on the cheques information).

Once you are done, click on the **Generate** button to display the banks' names that match the selected filtering criteria; click on **Clear** if you wish to empty the fields; click on **Back** to go back to the *Jasper Reports* list.

Clicking on the **Generate** button with **PDF** is selected from the **Report Type** drop-down list; the report will appear as a **PDF** page (Figure 6-36). Thus, you can not perform any action on the report information but you can print the report and get a hard copy of it.

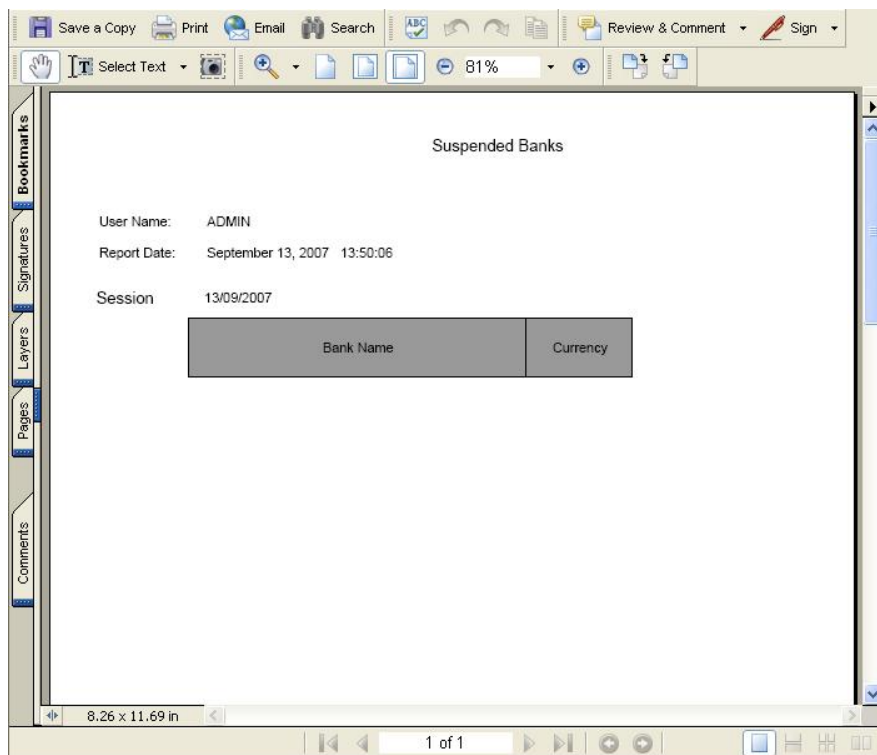


Figure 6-36: *Suspended Banks/ Generate as a PDF page*

This report will display the following information about each suspended bank; the *Bank Name* and the *Currency* used in each bank.

24. Report For Reconciliation

Menu: Reports/ Jasper Reports/ Report for Reconciliation

Purpose: This report views the information (counts and amounts) that the central bank has about the cheques being moved from one bank to another; in addition cheques of different statuses are viewed here.

This is the first page (Figure 5-37) to display when clicking on this report from the *Jasper Reports* list.

The screenshot shows a web-based application window titled "[0109] Outward/ Jasper Reports". The user is logged in as "ADMIN". The main form area contains the following elements:

- Report Code:** 4050
- Report for Reconciliation** (Section Header)
- Session Date:** 13/05/2007 (with a calendar icon)
- Report Type:** pdf (with a dropdown arrow)
- Buttons:** Generate, Clear, Back

The status bar at the bottom indicates the application is "Connected 13/09/2007 13:50:21" and the report was "Open 29/08/2007 23:00:00".

Figure 6-37: Reports/ Report for Reconciliation

In order to refine the report's results and display them as to your desire, you can select the following filtering criteria; select the **Session Date** by clicking on its *Calendar* icon and selecting the desired date; from **Report Type** drop-down list, select to view the report in a *PDF page* (meaning that the user can not perform any action on the cheques information) or as an *Excel sheet* (which means that you can perform the **Excel** operations on the cheques information).

Once you are done, click on the **Generate** button to display the report's outputs that match the selected filtering criteria; click on **Clear** if you wish to empty the fields; click on **Back** to go back to the *Jasper Reports* list.

Once you are done, click on the **Generate** button to display the banks' names that match the selected filtering criteria; click on **Clear** if you wish to empty the fields; click on **Back** to go back to the *Jasper Reports* list.

Clicking on the **Generate** button with **PDF** is selected from the **Report Type** drop-down list; the report will appear as a **PDF** page (Figure 6-38). Thus, you can not perform any action on the report information but you can print the report and get a hard copy of it.

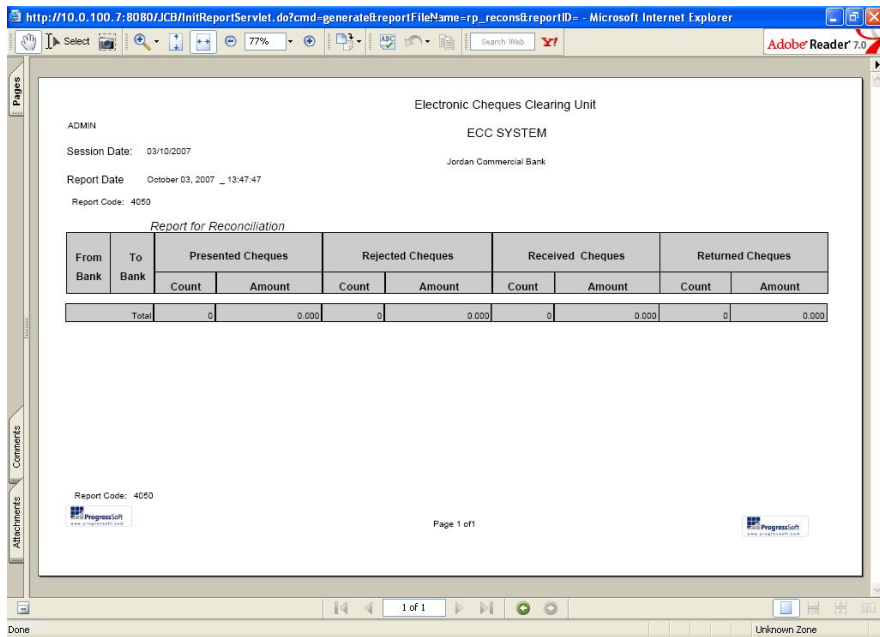


Figure 6-38: Report for Reconciliation / *Generate as a PDF page*

This report views the following information; the names of the banks among which the cheques are being moved (**From Bank- To Bank**) in addition to the **Count** and **Amount** of the **Presented Cheques**, **Rejected Cheques**, **Received Cheques** and **Returned Cheques**; the **Total** amount and count of these cheques are viewed here in this report, as well.